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# HEPHERD COLLEGE



CATALOG 1977-1979





# **SHEPHERD COLLEGE**

## **SHEPHERDSTOWN, WEST VIRGINIA**

**Founded 1871**  
**A STATE COLLEGE**



### **Accredited by the**

North Central Association of Colleges and Secondary Schools  
National Council for Accreditation of Teacher Education  
National Commission on Accrediting  
Council on Social Work Education  
West Virginia State Department of Education

### **Member**

American Assembly of Collegiate Schools of Business  
American Association of Colleges for Teacher Education  
American Association of University Women  
American Public Relations Association  
American Council on Education  
American Association of Community and Junior Colleges

## **SHEPHERD COLLEGE CATALOG 1977-1979**

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## PERSONS TO WHOM INQUIRIES MAY BE DIRECTED

Address: Shepherd College, Shepherdstown, West Virginia 25443  
Telephone: (304) 876-2511, Mon-Fri., 8:00-5:00. Sat 9:00-12:00.

Dr. James A. Butcher, President—General policy of the college.

Dr. George A. Condon, Academic Dean—Academic program, requirements for degrees, summer session information.

Dr. Earl E. Henderson, Administrative Assistant to the President—Federal programs, public relations, college publications.

Mr. George Auxt, Dean of Student Affairs—Student personnel policies, counseling, student health services, housing, vehicle regulations, student organizations, student activities, placement.

Mr. G. Norris Rath, Registrar and Director of Institutional Research—Transcripts, copies of the college catalog and schedules.

Mr. Karl L. Wolf, Director of Admissions—Admission of students.

Mr. Haydon Rudolf, Director of Financial Aid—Financial aid, student employment.

Mr. Arthur P. Foley, Director of Finance and Business Affairs—Business and financial information.

Dr. Billy Ray Dunn, Director of Teacher Education—Student teaching assignments and teacher certification.

Mr. David Newlin—Sports Information and Alumni Affairs.

Dr. Keith S. Turner, Dean of Community Services—Community College Component and Community relations.

Dr. Howard N. Carper, Jr., Coordinator of the Regents B.A.—Non-traditional degrees.

Col. Edmond Urquhart—Veterans benefits and Veterans affairs.

Mrs. Rebecca A. Hammer — Coordinator for the South Branch Valley, Grant County Board of Education  
Petersburg, W. Va. 26847 (304) 257-4634



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## 1977-78 ACADEMIC YEAR CALENDAR

### SUMMER SESSION 1977

Sat., June 4—Registration and Payment for 1 Summer Term 8:30-11:00 a.m.  
Mon., June 6—Classes begin I Summer Term. First day late fee applies (Payment for early registered students only, 1-3 p.m.)  
Tues., June 7—Last day for registration and/or to add a class  
Sat., June 11—Classes meet to compensate for July 4 Holiday  
Mon., June 13—Last day for making application for summer graduation  
Tues., June 21—Orientation and registration for Readmits and Transfers  
Wed., June 22—Orientation and registration for Freshmen (Group I)  
Tues., June 28—Orientation and registration for Freshmen (Group II)  
Wed., June 29—Last day to drop a class with a "W"  
Fri., July 1—Close of I Summer Term. II Summer Term Registration and Payment, 9:30-12:00  
Mon., July 4—Holiday  
Tues., July 5—Classes begin II Summer Term. First day late fee applies (Payment for early registered students only, 1-3 p.m.)  
Wed., July 6—Last day for registration and/or to add a class. Grades due 4 p.m., I Summer Term  
Fri., July 29—Last day to drop a class with a "W"—II Summer Term  
Tues., Aug. 2—Close of II Summer Term  
Wed., Aug. 3—Grades due 4:00 p.m. for II Summer Term

### FIRST SEMESTER 1977-78

Fri., Aug. 19—Faculty meeting  
Mon., Aug. 22—Orientation, Academic Advisement, Registration and Payment for all Non-early Registered Students 8:30 a.m. Night Registration 6:00 p.m. Closed 7:00 p.m.  
Tues., Aug. 23—Early Registered Students pay fees. It is not possible to register for classes on August 23. Continuation of Orientation  
Wed., Aug. 24—Classes begin, first day late fee applies  
Fri., Aug. 26—Last day to add a class. Forms must be processed by 4:00 p.m.  
Tues., Aug. 30—Last day to register. Last registration and payment for night classes, 6:00 p.m. (Registration closes at 7:00 p.m.)  
Mon., Sept. 5—Holiday  
Fri., Oct. 7—Blue and Gold Assembly at 10:10  
Mon., Oct. 10 thru Fri., Oct. 14—Mid-semester examinations  
Wed., Oct. 19—Mid-semester grades due 12:00 noon. Last day to apply for Dec. 1977 Graduation.  
Fri., Oct. 28—Mid-semester grades distributed by advisors  
Fri., Nov. 4—Last day to drop a class with a "W". Forms must be processed by 4:00 p.m.  
Tues., Nov. 15 and Wed., Nov. 16—Early Registration  
Wed., Nov. 23 thru Sun. Nov. 27—Thanksgiving Recess begins at 8:10 a.m. Nov. 23  
Fri., Dec. 9—Last day all students currently enrolled to apply for May 1978 Graduation  
Mon., Dec. 12 thru Fri., Dec. 16—Final Examinations  
Mon., Dec. 19—First Semester grades due 9:00 a.m. and end of First Semester (74 days)



**SECOND SEMESTER 1977-78**

- Mon., Jan. 9—Orientation, Academic Advisement, Registration and Payment for all non-early registered students 8:30 a.m. Night Registration 6:00 p.m. Closed 7:00 p.m.
- Tues., Jan. 10—Early Registered Students pay fees. It is not possible to register for classes on Jan. 10. Continuation of Orientation
- Wed., Jan. 11—Classes begin, first day late fee applies
- Fri., Jan. 13—Last day to add a class. Forms must be processed by 4:00 p.m.
- Tues., Jan. 17—Last day to register. Last registration and payment for night classes, 6:00 p.m. (Registration closes at 7:00 p.m.)
- Mon., Feb. 27 thru Fri., March 3—Mid-semester examinations
- Wed., March 8—Mid-semester grades due 12:00 noon
- Fri., March 17—Mid-semester grades distributed by advisors
- Sat., March 18 thru Sun., March 26—Spring Recess
- Fri., March 24—Holiday
- Thurs., March 30—Last day to drop a class with a "W". Forms must be processed by 4:00 p.m.
- Thurs., April 6—Last day for seniors currently enrolled to apply for Summer 1978 Graduation
- Tues., April 18 and Wed., April 19—Early Registration
- Sat., April 22—Spring Orientation for freshmen
- Mon., May 1 thru Fri., May 5—Final Examinations
- Mon., May 8—Second Semester grades due 9:00 a.m. and end of Second Semester
- Sat., May 13—Commencement

**SUMMER SESSION 1978**

- Sat., June 3—Registration and Payment for I Summer Term, 8:30-11:00 a.m.
- Mon., June 5—Classes begin I Summer Term. First day late fee applies (Payment for early registered students only, 1-3 p.m.)
- Tues., June 6—Last day for registration and/or to add a class
- Sat., June 10—Classes meet to compensate for July 4 Holiday
- Tues., June 20—Orientation and registration for Readmits and Transfers
- Wed., June 21—Orientation and registration for Freshmen (Group I)
- Tues., June 27—Orientation and registration for Freshmen (Group II)
- Wed., June 28—Last day to drop a class with a "W"
- Fri., June 30—Close of I Summer Term. First day late fee applies (Payment for early registered students only, 1-3 p.m.)
- Thurs., July 6—Last day for registration and/or to add a class. Grades due 4:00 p.m., I Sum. Term
- Mon., July 31—Last day to drop a class with a "W"—II Summer Term.
- Wed., Aug. 2—Close of II Summer Term
- Thurs., Aug. 3—Grades due 4:00 p.m. for II Summer Term

1978-79 Academic year calendar to be published in the Spring 1978 catalogue supplement.





## SECTION I

# PERSONNEL

### WEST VIRGINIA BOARD OF REGENTS

950 Kanawha Blvd., E.

Charleston, West Virginia 25301

**Mr. Edward H. Greene**, President

419 Eleventh Street

Huntington, West Virginia 25701

**Honorable Okey L. Patteson**, Vice-President

P.O. Box 631

Mount Hope, W. Va. 25880

**Mr. Andrew L. Clark**, Secretary

Princeton, W. Va. 24740

**Mr. Earle T. Andrews**

Box 245

Berkeley Springs, W. Va. 25411

**Dr. Forrest L. Blair**

1130 Market Street

Parkersburg, W. Va. 26101

**Mr. Amos A. Bolen**

201 South Jefferson Street

Lewisburg, W. Va. 24901

**Mrs. Elizabeth Harden Gilmore**

514 Broad Street

Charleston, West Virginia 25301

**Mr. Albert M. Morgan**

174 Chancery Row

Morgantown, West Virginia 26505

**Mr. Frederick P. Stamp, Jr.**

816 Central Union Building

Wheeling, W. Va. 26003

Dr. Ben L. Morton, Chancellor

### ADVISORY BOARD OF SHEPHERD COLLEGE

**Mr. Burton English**, President, Citizens National Bank, Berkeley Springs, West Virginia 25411

**Mr. John C. Ailes**, Editor, Hampshire Review, Romney, West Virginia 26757

**Mrs. Donald J. Baker**, Moorefield, West Virginia 26836

**Mr. Mack Brooks**, 911 Second Avenue, Marlinton, West Virginia 24954

**Mr. John Wesley Harris**, Box 266, Shepherdstown, West Virginia 25443

**Mr. Dan Paul**, 124 Mellon Street, Weirton, West Virginia 26062

**Mr. George L. Sponaugle**, Box 578, Franklin, West Virginia 26807

### OFFICERS OF ADMINISTRATION

James A. Butcher, Ed.D. .... President

..... Academic Dean

Earl Erie Henderson, Ed.D. .... Administrative Assistant

to the President

George Auxt, M.A. .... Dean of Student Affairs

Arthur P. Foley, M.P.A. .... Director of Finance and Business

Affairs

John E. Adams, M.S. .... Associate Dean of Student Affairs

Linda Little, M.A. .... Associate Dean of Student Affairs

G. Norris Rath, M.S. .... Registrar and Director of

Institutional Research

Keith S. Turner, Ph.D. .... Associate Dean for Community Services

Karl L. Wolf, M.B.A. .... Director of Admissions

Harry C. Young, Jr., M.A. .... Director of Counseling

Placement, and Student Development

## ADMINISTRATIVE MANAGERIAL STAFF

Clinton Davis, M.A.	Director, Shepherd College Center
Charles Doss, B.S.	Assistant Director of Finance and Business Affairs
Linda S. Dunn, M.S.	Director, Continuing Education
Charles H. Freeland, M.A.	Coordinator of Media Services
Rebecca A. Hammer, M.A.	Coordinator of the South Branch Valley
F. Calvin Leatherman	Assistant Superintendent of Buildings and Grounds
W. F. Mackey, B.A.	Director of Physical Plant and Engineering
Roy W. Matlick, B.S.	Programmer, Computer Center
Carl V. Moore, Jr., M.Ed.	Computer Center Coordinator
David Newlin, B.S.	Director of Sports Information and Alumni Affairs
Haydon Rudolf, M.Ed.	Director of Financial Aids
Vivian Snyder	Bookstore Manager
Agnes H. Tabler, B.A.	Assistant Registrar
Lynwood Wiltshire	Superintendent of Buildings and Grounds
Edmond R. Urquhart, M.B.A.	Assistant Shepherd College Center Director

## LIBRARY STAFF

Floyd W. Miller, M.S.L.S., M.A.	Librarian
Jean Ann Elliott, M.S.L.S., M.S.	Public Services Librarian
Barbara A. Maxwell, M.S.L.S., M.L.A.	Chief Cataloger
John R. Yost, M.S.L.S.	Assistant Cataloger
Brenda W. Baker	Cataloging Clerk
Joyce S. Beck, A.A.	Secretary to the Librarian
David Cogar	Periodicals Clerk
Katharine L. Crane, A.B.	Circulation Desk Assistant
Shirley Y. Lapole, A.A.	Acquisitions Assistant
Lexa V. Long, B.A.	Acquisitions Assistant
Carol Ramkey, B.A.	Circulation Desk Assistant
Melinda Y. Wilmore, B.A.	Cataloging Assistant

## SUPPORT STAFF

Mrs. Jean Ambrose	Secretary to the Dean of Community Services
Mrs. Lou Banks	Secretary to the Director of the Physical Plant
Mrs. Barbara Beckwith	Secretary to the Director of Finance
Mrs. Maxine Black	Secretary, Business Office
Miss Brenda Branson	Secretary to the Assistant to the President
Mrs. Barbara Busey	Secretary, Business Office
Mrs. Kathleen Coleman	Secretary to the Academic Dean
Mrs. Diana R. Crawford	Secretary to the Associate Deans of Student Affairs
Mrs. Karen Sue Dennis	Secretary, Shepherd College Center
Mrs. Margaret Dunlop	Secretary, Division of Education
Mrs. Betty Fletcher	Secretary to the President
Mr. Kenneth Harbaugh	Service Center Operator
Mrs. Benita A. Hough	Clerk-Typist, Office of the Registrar
Mrs. Carolyn Kerr	Accountant
Mr. Paul Lewis	Administrative Secretary to the Director of Financial Aids
Mrs. Jean Linton	Secretary, Creative Arts Division
Mrs. Brenda Litten	Secretary, Division of Languages and Literature



Mrs. Emma Jean Mackey .....	Switchboard Operator and Receptionist
Mrs. Ada Mills .....	Bookstore Clerk
Mrs. Margaret Moore .....	Secretary, Department of Nursing
Mrs. Stephanie Orndorff .....	Admissions Secretary
Miss Judy Parker .....	Secretary, Division of Business Administration
Miss Nancy Potts .....	Secretary, Division of Health and Physical Education
Mrs. Bonnie Ridenour .....	Secretary to the Director of Counseling and Placement
Mrs. Janice Sheaff .....	Secretary, Division of Social Sciences
Mrs. Sally Sherman .....	Secretary to the Dean of Student Affairs
Mrs. Mary Smith .....	Secretary-Receptionist, Registrar's Office
Mrs. Ann Swope .....	Cashier
Mrs. Erma Taylor .....	Key Punch Operator
Mrs. Lana Willetts .....	Secretary, Division of Science and Mathematics
Miss Anna Mary Willingham .....	Secretary to the Athletic Director

### STAFF AT THE VETERAN'S ADMINISTRATION CENTER MARTINSBURG, WHO WORK WITH THE MEDICAL TECHNOLOGY PROGRAM

- Cornelia Hoch-Ligeti**, Adjunct Professor, M.D., University of Vienna, 1931. Chief, Laboratory Service and Pathology Research Laboratory. Director of the Medical Technology Program.
- Anna M. Bryan**, M.D., Heidelberg University, W. Germany, 1950. Pathologist.
- Karen I. Lewis**, B.S., University of Virginia, 1952. Certified M.T. (ASCP) 1947, ASMT, 1947. Supervisor, School of Medical Technology.
- Michael S. Arant**, B.S., Shepherd College, 1973. Certified M.T. (ASCP) 1973.
- Sara T. Bond**, M.T., Blood Bank Supervisor
- Sarah G. Daly**, B.S., Shepherd College, 1972. Certified M.T. 1972.
- Susan J. Ettinger**, B.S., Shepherd College, 1971. Certified M.T. (ASCP) 1972.
- Jacqueline S. Johnson**, B.A., East Carolina College, 1933. Certified M.T. (ASCP) 1937.
- Robert S. Orndorff**, B.S., Shepherd College, 1954; B.S., West Virginia University, 1960. Certified M.T. (ASCP) 1960.
- Sharon V. Rudacille**, B.S., Shepherd College, 1972. Certified M.T. (ASCP) 1972. Associate Supervisor, School of Medical Technology.
- Kathleen O. Stump**, Certified ASCP, 1956. Medical Technologist, ASMT, 1957.
- Willis V. Stump**, B.S., Shepherd College, 1955. ASMT, 1968.
- Theodore J. Weller**, Adjunct Professor. B.S., Shepherd College, 1948. Affiliate ASMT. M.S., Frostburg State College, 1974.
- Katherine B. Zirkle**, B.S., Capital University, 1950. Certified M.T. (ASCP) 1964.

### EMERITUS FACULTY

- Dr. Charles R. Atherton, *Professor of Mathematics, Emeritus*, 1954-72. Home: Shepherdstown, West Virginia 25443.
- Alice S. Bicknell, *Resident Counselor, Emeritus*, 1950-65. Home: 3312 Chiswick Court No. 3B, Silver Spring, Maryland. 20910
- Dr. Millard K. Bushong, *Professor of History, Emeritus*, 1963-77. Home: Route 2, Arcadia Farm, Berryville, Virginia 22611
- Clifford M. Buterbaugh, *Assistant Professor of Secretarial Science, Emeritus*, 1963-75. Home: Shepherdstown, West Virginia 25443
- Dr. Sara Helen Cree, *Professor of Physical Education, Emeritus*, 1940-72. Home: Shepherdstown, West Virginia 25443.
- Ruth Dean, *Assistant Professor of English, Emeritus*, 1964-77. Home: 1305 Park Avenue, Martinsburg, West Virginia 25401

- Erwin G. Fieger, *Associate Professor of Physical Education, Emeritus*, 1957-76. Home: Shepherdstown, West Virginia 25443.
- Ann Henshaw Gardiner, *Assistant Professor of Nursing Education, Emeritus*, 1948-67. Home: The Washington House, 5100 Fillmore Avenue, Alexandria, Virginia 22311.
- Dr. John P. Goulding, *Professor of Chemistry, Emeritus*, 1948-69. Home: Shepherdstown, West Virginia 25443.
- Ray E. Harris, *Professor of Biology, Emeritus*, 1946-72. Home: Villa Seremas, Suite 338, 8111 E. Broadway, Tucson, Arizona 85710.
- Hazel McDonald Hendricks, *Assistant Professor of Home Economics, Emeritus*, 1961-72. Home: Shenandoah Junction, West Virginia 25442.
- Dr. Oliver S. Ikenberry, *President Emeritus*, 1947-68. George Peabody College, Nashville, Tennessee 37203.
- Cletus Lowe, *Assistant Professor of Social Science, Emeritus*, 1940-68. Home: Shepherdstown, West Virginia 25443.
- Dr. Vera E. Malton, *Professor of Speech and English, Emeritus*, 1950-76. Home: Shepherdstown, West Virginia 25443.
- Dr. James Moler, *Professor of Education, Emeritus*, 1959-72. Home: South Church Street, Charles Town, West Virginia 25414.
- Hazel H. Newman, *Associate Professor of Home Economics, Emeritus*, 1944-58. Home: Shepherdstown, West Virginia 25443.
- Henry W. Perry, *Assistant Professor of Journalism, Emeritus*, 1960-77. Home: 2220 Virginia Avenue, Hagerstown, Maryland 21740
- Allison P. Rider, *Registrar and Assistant Professor of Education, Emeritus*, 1958-69. Home: Shepherdstown, West Virginia 25443.
- Dr. Ruth Scarborough, *Professor of History, Emeritus*, 1936-66. Home: Route 2, Pineview, Georgia 31071.
- Florence Shaw, *Professor of Education, Emeritus*, 1923-61. Home: P.O. Box 974, Kirksville, Missouri 63501.
- Ernest Stutzman, *Professor of Physical Science, Emeritus*, 1928-52. Home: Shepherdstown, West Virginia 25443.

### **SHEPHERD COLLEGE ALUMNI ASSOCIATION OFFICERS**

President: James Staley, '68	Shepherdstown
Vice-President: Charles W. Van Metre, '56	Shepherdstown
Recording Secretary: Kathryn Beveridge, '66	Shepherdstown
Treasurer: Jean Elliott, '54	Shepherdstown
Coordinator: Charles Unseld, '08	Shepherdstown



## **SHEPHERD COLLEGE OFFERS YOU—**

- **A SHARE IN THE TRADITIONS OF A CENTURY-OLD INSTITUTION.**

Since 1871 Shepherd College has been serving the youth of West Virginia and the nation.

- **A LARGE CAMPUS IN A SCENIC AND HISTORIC SECTION OF AMERICA.**

Shepherd College is located in the scenic Shenandoah Valley in historic Shepherdstown, West Virginia, on the banks of the beautiful Potomac River, 65 miles from Washington, D.C.

- **A FRIENDLY STUDENT BODY.**

A warm welcome will be extended from a friendly student body.

- **ASSOCIATION WITH A SCHOLARLY AND SYMPATHETIC FACULTY.**

Shepherd maintains a faculty of approximately 100 instructors who are graduates of the leading colleges and universities, and who are interested in each individual student.

- **AN ACCREDITED STATE-SUPPORTED, CO-EDUCATIONAL FOUR-YEAR TEACHER EDUCATION AND LIBERAL ARTS COLLEGE.**

Graduates of Shepherd College enter the leading professional schools of the nation with full credit.

- **CERTIFICATE AND ASSOCIATE COMMUNITY COLLEGE PROGRAMS**

The Community College Component at Shepherd College offers one and two-year career and technical programs designed to meet employment goals.

- **THE ADVANTAGES OF A SMALL COLLEGE**

The opportunity to become a student leader and to know one's fellow students personally is invaluable to the student.

- **AN EXTENSIVE PROGRAM OF STUDENT ACTIVITIES**

Student activities include: athletics, broadcasting, drama, fraternities and sororities, college band and choir, orchestra, college newspaper and annual, student senate, religious and class organizations.

- **A COLLEGE EDUCATION AT A PRICE YOU CAN AFFORD.**

The cost of a college education at Shepherd is less than at most colleges and universities.

- **A BROAD EDUCATIONAL PROGRAM.**

**Liberal Arts and Sciences:** B.A. and B.S. degrees

Biology, chemistry, economics, English, history, mathematics, political science and sociology.

**Professional Degrees:** B.S. degrees.

Business administration, home economics, hotel, motel and restaurant management, medical technology, park administration, recreation, social welfare.

**Teacher Education:** B.A. Elementary and B.A. Secondary degrees.

Art, Biology, business education, chemistry, English, general science, health education, home economics, language arts, physical education, music, mathematics, safety education, school librarian, secretarial studies, social studies and speech.



**Two Year Professional:** A.S. and A.A. degrees.

Accounting, aviation management, bank management, commercial art, data processing, electronics technology, fashion merchandising, fire service and safety technology, general business, general studies, health care management, hotel-motel-restaurant management, marketing management, photography, secretarial science.

**One Year Certificate:**

Aviation operations, bank operations, clerk-typist, fashion merchandising, hostess and hospitality planner, insurance salesmanship, real estate salesmanship, retail salesmanship, stenographic technician.

**Pre-Professional:** Agriculture, dentistry, physical therapy, engineering, law, medicine, pharmacy, veterinary, and theology.



## SECTION II

# GENERAL INFORMATION

### GENERAL STATEMENT

Shepherd College is a state supported, four-year, liberal arts, business and teacher education institution, with a community college component, under the supervision of the West Virginia Board of Regents. Shepherd College has been serving the youth of West Virginia and the nation since 1871.

### AN ACCREDITED INSTITUTION

The college is accredited by the North Central Association of Colleges and Secondary Schools, the National Council for the Accreditation of Teacher Education and the Council of Social Work Education. The institution is a member of the American Association of Colleges for Teacher Education and American Council on Education. Graduates of Shepherd College enter the leading graduate and professional schools of the nation with full credit.

### SCENIC AND HISTORIC LOCATION

The Shepherd College campus is situated on the banks of the beautiful Potomac River in historic Shepherdstown, West Virginia, a typical college community.

Shepherdstown is located at the intersection of highways 45 and 48, eighteen miles south of Hagerstown, Maryland, nine miles east of Martinsburg, West Virginia, thirteen miles north of Charles Town, West Virginia, thirty-two miles north of Winchester, Virginia, and sixty-five miles from Washington, D.C., and Baltimore, Maryland.

West Virginia's historic Shepherdstown is near nationally known Harpers Ferry, the Antietam Battlefield, the colonial homes of the Washington family and many interesting places where the history of this great country was made. Shepherdstown is only a few hours drive from the Metropolitan cities of Philadelphia, New York and Richmond. Students have numerous opportunities to visit the metropolitan areas and places of historical significance.

### HISTORY OF THE COLLEGE

The history of Shepherd College began when the county seat of Jefferson County was moved from Shepherdstown to Charles Town in July, 1871. The people of Shepherdstown and vicinity decided to use the vacated courthouse for educational purposes. An article of incorporation for a school to be known as Shepherd College, designed to instruct students "in languages, arts and sciences," was drawn up and signed by C. W. Andrews, A. R. Boteler, C. T. Butler, G. M. Beltzhoover, David Billmyer, Samuel Knott, and Henry Shepherd. This body of incorporators gave themselves power to elect instructors, pay salaries, and prescribe courses of study. They appointed Professor Joseph McMurran first principal of the institution, which was opened in September 1871, under the authority of the Board of Trustees with forty-two students.

On February 27, 1872, the Legislature of West Virginia passed the following act: "That a branch of the State Normal School be and the same is hereby

established at the building known as Shepherd College, in Shepherdstown, in the county of Jefferson."

Shepherd College became a four-year college for the training of teachers on July 1, 1930, and was granted the authority by the West Virginia Board of Education to grant the Bachelor of Arts degree to graduates of the institution. In 1943, the State Legislature enacted legislation providing for a liberal arts college program at Shepherd College. In September 1950, Shepherd College was authorized to confer the Bachelor of Science degree. In March 1950, the College was fully accredited by the North Central Association of Colleges and Secondary Schools, in January 1951, became a member of the Association of American Colleges and in 1954, was accredited by the National Council for the Accreditation of Teacher Education. In 1974 a Community College Component was authorized by the West Virginia Board of Regents.

### **THE OBJECTIVES OF SHEPHERD COLLEGE**

Shepherd College is a multiple-purpose state college. It provides liberal arts education, it prepares teachers for service in the public schools and it gives professional education for those entering directly into specified professions as well as pre-professional education for persons planning to enter professional schools. In addition, the college is expanding its offerings in one-year certificate and two-year associate degree programs which enable students either to accept immediate employment or to continue further study.

Faculty and students enjoy complete freedom to search for truth and state their opinions without restraint from political creeds, religious doctrines, economic pressures or personal biases. The faculty seeks to encourage students in their intellectual and personal development.

The college aims to provide students with a general education which will enable them to succeed, personally and professionally, in today's complex society and to prepare them for entry into a satisfying career. The burden of accomplishment rests on the student but the faculty and staff desire to render every assistance in increasing the student's ability to understand his society, communicate orally and in writing, analyze data, synthesize knowledge, understand and be able to use the methods of inquiry of the various disciplines and develop a personal code of ethics and a philosophy of life.

### **DEDICATED TO GOOD CITIZENSHIP**

Shepherd College is dedicated to the building of good citizens. When a student enrolls at the college, he has entered into an agreement to abide by all college regulations. Students who enter are expected to conduct themselves as ladies and gentlemen at all times. The college encourages all students to develop and maintain high standards of character and citizenship in their daily living. Any student whose behavior, either on or off the campus, is considered by the college administration to be detrimental to the college or to the student, will be required to withdraw from the college.

### **SUMMER SESSION**

The summer session at Shepherd College is an integral part of the college year. All general college requirements relating to high academic standards, sound scholarship and good citizenship are maintained by the faculty. The summer session is organized into two terms of five weeks each.

### **OFF CAMPUS PROGRAM**

Off campus classes may be organized where fifteen or more students desire a class to be taught by a regular college instructor. Classes meet for a minimum of sixteen clock hours for each semester hour of college credit.

A full-time coordinator directs Shepherd College's off-campus course program in the South Branch Valley of West Virginia—principally in Grant,



Hardy and Pendleton counties. The Coordinator's office is located at the Grant County Board of Education in Petersburg, W. Va.

## **COMMUNITY COLLEGE COMPONENT**

In order to provide career and technical Community College programs throughout Eastern West Virginia a community College Component was established in 1974 within the administrative framework of Shepherd College. The Community College philosophy subscribes to the concept of learning for all ages whenever and wherever needed in the service area. Continuing education, community services and certificate and associate degree programs are provided under the auspices of the Community College Component.

## **WEST VIRGINIA UNIVERSITY GRADUATE CENTER**

West Virginia University has established a Graduate Center on the Shepherd College campus to permit interested persons to complete requirements for a masters degree or to take courses of interest in the Shepherdstown area. A full-time graduate coordinator is located in Miller Hall to assist interested persons with questions and application procedures.

## **IDEALLY LOCATED**

Shepherd College is situated within ninety minutes drive of downtown Washington or Baltimore. The curriculum of the college is vastly enriched by making field trips to these metropolitan areas as a part of the learning activities. Observation trips to the United States Supreme Court, the United States Congress, and other Federal agencies are easily accomplished. The cultural program of the college is likewise enriched by the scheduling of artists and performing groups from the city. In their recreational life, students find the location of the college most advantageous.

## **SHEPHERD COLLEGE CAMPUS**

The campus of Shepherd College comprises an area of approximately one hundred fifty-six acres of rolling limestone land extending from Main Street in Shepherdstown to the banks of the Potomac River. The campus provides sites for eighteen academic buildings and residence halls, as well as other buildings.

**Knutti Hall** was erected in 1904 and renovated in 1968 as an academic classroom building. It was named in honor of former Principal John G. Knutti. The ground floor has a radio broadcasting studio, drama workshop and studios and art laboratories. The first floor provides academic facilities and offices for the Division of Education. The second floor provides classrooms and offices for the art and English Departments.

**McMurran Hall** is the original Shepherd College building, erected by Rezin D. Shepherd in 1860 for community use. This building was transferred by perpetual lease to the Board of Trustees of Shepherd College by Shepherd Brooks, of Boston, on April 21, 1891. The building is named in honor of the "Father of Shepherd College," Joseph McMurran. Music classes meet in this building.

**Reynolds Hall** was erected in 1889 by the citizens of Shepherdstown for use by the college and the community. It has been redesigned and remodeled for forums, motion pictures, plays, musicals and assembly programs.

**College Center Building** This \$1,000,000 college community center with its recent addition, provides modern facilities for the college bookstore, student center and snack bar, colonial lounge and ballroom, conference and club rooms, pub, bowling facilities and other recreational facilities.



**The Ruth Scarborough Library** collection is composed of varied materials, which number approximately 163,000. Printed and microtext materials comprise the majority of the collection. There are about 112,000 books and bound periodicals, which are supplemented by books and periodicals on some 26,000 microfiche and microfilm reels. Other parts of the collection include phonograph records, cassette and reel tapes, filmstrips, slides, media kits, and loop-films. The library currently subscribes to some 480 periodicals and newspapers. The three-story, air-conditioned structure which the library occupied in October 1965, is designed as a place of study, particularly for independent study and research. The accommodations for study include reading rooms, group study rooms, and individual study carrels and cubicles. A phonograph record listening room, a cubicle for private viewing of visual materials, and a microtext reading area are available. The West Virginia Room houses a special collection of printed materials relating to the State. Library hours are listed in the Student Handbook.

**White Hall** is a new academic building named in honor of Dr. W. H. S. White, President of Shepherd College from 1920 to 1947. It is a three story building housing about thirty classrooms and offices for the Divisions of Business Administration and Social Sciences. The building stands on the site of the former White Hall and was first opened for student use in 1975.

**Home Management House** A nine-room brick residence has been furnished and equipped to provide home economics students an opportunity to live in the residence to get experiences in home management.

**W. R. Thacher Hall** was completed in August 1970. Housing 152 men, it has such features as wall to wall carpeting and air conditioning in student rooms, three lounges, a study room, a T.V. Room, and a game room. It was named in honor of William Reynolds Thacher who served the college from 1923 until his retirement in 1961 as Professor of Economics and Geography and Director of Extension.

**Florence Shaw Hall** houses 152 women and was completed in August 1970. Named in honor of Miss Florence Shaw, Professor of Education from 1923 until her retirement in 1961. It is a sister hall to Thacher and has the same modern features.

**Miller Hall** erected in 1915, is a three-story colonial building, formerly a residence hall for women, named in honor of former President Thomas C. Miller. It is the home of the nursing department.

**Fairfax Field** lies in the rear of Miller Hall and is used for baseball.

**Sara Helen Cree Hall** The Health and Physical Education Building contains two basketball courts, a swimming pool, three classrooms, offices, and athletic facilities. A new Athletic Stadium located near the Health and Physical Building provides an athletic field for football and track.

**Gardiner Residence Hall** A Women's Residence Hall dedicated in November 1966 and named in honor of Mrs. Mabel Henshaw Gardiner provides facilities for 150 women in double rooms. It houses a well equipped Infirmary to handle emergency and minor illnesses. Acoustical tile ceilings and carpeting of floors, in addition to the decor for residence halls, are special features it provides for comfortable living and a good study climate for students.

**Ella May Turner Residence Hall** A women's residence hall, named in honor of Miss Ella May Turner, Professor of English, 1912-1945, was dedicated in October 1961. It is a modern three-story brick structure, housing 154 women.

**College Dining Hall** A modern air-conditioned College Dining Hall was opened in September 1961.

**Kenamond Residence Hall** A men's residence hall named in honor of Dean Alva D. Kanamond was dedicated in November 1966. It provides many facilities for the comfort and the welfare of 160 students, housed in double rooms. It has good natural lighting, carpet for muffling sounds and spacious lounges. The kitchenette unit, recreation, television, and laundry rooms are well equipped to meet the needs of students and staff.

**Alexander Robinson Boteler Hall** This men's residence hall, erected in 1952, is a modern three-story structure and provides housing facilities for 150 Shepherd College students. The building is located on a commanding site overlooking the Potomac River.

**President's Home** Constructed in 1907 and secured by the college in 1964 provides a spacious residence for the President of the College.

**Administration Hall** A modern college administration building opened in July 1968 houses the offices of the President, Academic Dean, Director of Admissions, Registrar, and Business offices on the first floor. On the second floor, the offices of the Dean of Student Affairs, Director of Housing, Director of Financial Aid, and Administrative Assistant to President are housed. The ground floor houses the service center and the college's computer facilities.

**The Home Economics Hall** to the east of Snyder Science Hall, was opened in 1948 as the college cafeteria. On the completion of the new College Dining Hall in 1961, the old cafeteria was renovated to house classes and laboratories of the Division of Home Economics. In 1967, a clothing laboratory and nursery wing were added.

**Snyder Science Hall** Is a three-story building erected in 1942 and named in honor of the late H. L. Snyder. It houses the departments of mathematics, physics, chemistry and biology.

**Building B**, as yet unnamed, is a new science laboratory building housing both biology laboratories and the home economics department.



*The Rams Den in the Shepherd College Center provides students a place to relax between classes.*

# ADMISSIONS

## GENERAL INFORMATION

Admission to Shepherd College shall be determined without regard to race, color, religion, or sex. Admission does not guarantee housing. All correspondence relevant to admission and all credentials in support of an application for a full time student must be on file at least one (1) month prior to the opening of the semester or term for which the student is applying—August 1 for the fall semester, December 1 for the spring semester and May 1 for the summer terms.

The admissions and academic personnel of Shepherd College may recommend skill building courses, programs of other appropriate measures for a student whose high school record and standardized test scores indicate that he or she is deficient in certain areas.

The Shepherd College curriculum is such that students should pursue a broad secondary program of college preparation including the following units: English, 4; Social Science (including American History), 3; Natural Science (including Biology, Physics or Chemistry), 2; Mathematics (including Algebra), 2; Physical Education, 1; additional elective units to equal a minimum total of 17 units.

All students pursuing a program of study must submit the following credentials in order to be considered for admission to Shepherd College: Application for Admission, Health Form (full time students only), Housing Application and \$25.00 room deposit (if living beyond commuting distance), high school transcript or two final college transcripts from each college attended and American College Test Scores (full time freshman students only). In addition, college transfer students must have a Student Personnel Record form completed by the Student Affairs Office of the college last attended and forwarded to Shepherd College.

Shepherd College reserves the right to deny admission or readmission to individuals who have been convicted of any criminal offense. Persons who have been under the care of a physician or psychiatrist for mental health problems during the year prior to applying for admission to the College, must submit written statements from the physician or psychiatrist to the Admissions and Credits Committee before any decision on admission can be made. The College reserves the right to deny admission or readmission to any such individual whose needs it does not feel qualified to meet.

Individuals wishing to appeal an admissions decision or who wish an exception to the admissions policy may do so by writing to the Admissions and Credits Committee at Shepherd College.

Shepherd College is required by Section 904, Title IX, Education Amendments of 1972, not to deny admission on the ground of blindness or severely impaired vision, by 45 CFR 84, Subpart E, Section 84.42 and by Section 504, Rehabilitation Act of 1974 not to deny admission on basis of handicap, and by 45 CFR 86, Subpart C, Section 86.21 not to deny admission on basis of sex. By Title VI of the Civil Rights Act of 1964, no person shall be subjected to discrimination on the ground of race, color, or national origin.

## ADMISSION OF HIGH SCHOOL GRADUATES INSTATE (WEST VIRGINIA RESIDENT) STUDENTS

All residents of the state of West Virginia who are graduates of accredited high schools and who do not possess serious health or character defects are eligible for admission to Shepherd College. Non high school graduates whose



senior class has graduated one year previously may be admitted if they present a GED diploma.

Note: All freshmen applicants who have been graduated from high school within three years of application for admission must submit ACT scores before the beginning of college classes (GED applicants excepted from this rule).

### **OUT-OF-STATE (NON WEST VIRGINIA RESIDENT) STUDENTS**

All residents of states other than West Virginia who are graduates of accredited high schools and who do not possess serious health or character defects may be accepted for admission to Shepherd College if they meet the following requirements: rank in the upper ½ of their graduating class or have a high school grade point average of 2.50 or better after the sixth (6th) semester and have test scores of 18 or better on the American College Test (ACT) or 860 or better on the Scholastic Aptitude Test (SAT). Note: All applicants must submit ACT scores before the start of college classes.

Students who meet only one of the above listed admissions requirements may be considered for admission if they submit two (2) letters of recommendation from high school personnel and have a personal interview with College admissions staff members; students admitted with only one of the listed requirements will be required to work with the Special Services program for counseling and tutoring and to register for a limited course load as determined by the student's advisor. Non high school graduates whose senior class has graduated one year previously may be admitted if they present a GED diploma.

### **EARLY ADMISSION PLAN**

Secondary school students with superior ability and maturity are eligible for admission to Shepherd College after completion of three years of secondary school. They must be strongly endorsed by their high school principal and counselor, have a high school grade point average of 3.50 and scores of 28 or better on the ACT exam or 1200 or better on the SAT exam. Applicants must be mature enough to make adequate adjustment to college life. Emphasis is placed, therefore, on the high school record, recommendations from high school personnel and the student's personal interviews with Shepherd College Admissions and Student Affairs staff members. Once admitted, early entrants have the same status as other students, they take regular college programs and are required to meet the usual standards of performance. They are eligible for College financial aid on equal terms with entering high school graduates. Individuals desiring information about the Early Admissions program should contact the Director of Admissions.

### **EARLY DECISION**

Shepherd College offers an Early Decision Plan to students whose first choice of colleges is Shepherd. This plan is designed to reduce the burden of the admissions process for those applicants who are considered highly desirable for admission by the College and who fully intend to matriculate. A student applying for admission under the Early Decision Plan should possess high academic qualifications having a minimum grade average of B (3.00) at the end of the sixth semester of high school and will need to meet all the admissions requirements as set forth in the College catalog. Under this plan a qualified applicant should receive notice of his acceptance by November 15. Students interested in applying under the Early Decision Plan should write to the Admissions Office at Shepherd College for further information.

### **ADMISSION BY G.E.D. TEST**

Non high school graduates (veterans and persons over the age of 19 who have been out of high school at least one year or whose senior class has graduated one year previous) will be admitted if they attain a standard score of



35 (which is the State requirement for a diploma) on each of the five parts of the General Education Development Test or an average standard score of 45 or above on the entire test. Such students must have no severe character or health defects. G.E.D. scores must be sent directly to the Director of Admissions from the testing center or County Superintendent of Schools.

## **ADMISSION TO THE NURSING PROGRAM**

Students seeking admission into the Associate of Science degree program in Nursing at Shepherd College must meet the general requirements for admission to the College. They must submit:

1. The application for admission to Shepherd College
2. Health Form (required prior to admission)
3. Residence Hall Housing Application (if on campus housing is desired)
4. Transcripts of high school or previous college work
5. American College Test (ACT) scores (freshmen only)

After completing all of the above steps, the student must also complete the following:

1. Submit a Department of Nursing application for admission into the Associate of Science Degree program.
2. Submit a letter of reference from someone able to assess the applicant's potential success in nursing.
3. Arrange for a personal interview with the Director of Nursing Education.

All of the above listed steps must be completed by December 1 of the year prior to intended enrollment. Candidates who are selected for the limited number of openings must possess a good scholastic background which includes the successful completion of courses in algebra and chemistry, good skills in communication, and proficiency in English. In addition candidates must possess good physical and mental health.

## **COLLEGE TRANSFER STUDENTS**

Any applicant for admission to Shepherd College who has attended another institution of collegiate rank will be classified as a transfer student whether he has earned credit or not. The College does not under any condition disregard college or university credits earned elsewhere. Credit earned at other accredited colleges and universities will be allowed toward a degree at Shepherd College if applicable. College transfer students are required to have a 2.00 or better overall grade point average on all courses attempted and eligibility to return to their former colleges. A student who is on either academic or social probation at another institution is not eligible for admission to Shepherd College. Individuals who have been out of college for a period of at least two full academic years may be considered for admission on academic probation if their grade point average is less than 2.00; during the period of probation, the individual must meet the regulations of the probation policy in effect at the time of attendance.

All grades and credits transferred to Shepherd College are posted on the student's permanent record exactly as received from all other colleges. For admission purposes all grades on the student's transcript(s) will be used in computing the grade point average; however, the grade of "D" cannot be transferred to Shepherd College for credit. Transcripts must be mailed directly to Shepherd from all colleges which the prospective student has previously attended. Transcripts received by Shepherd become the property of the College and cannot be returned to the student. Graduates of regionally accredited junior or community colleges are assigned a maximum of seventy-two (72) semester hours of credit. Credits from colleges that do not have regional accreditation are assigned on the following basis: Shepherd College will assign credits on the basis used by the state university in the state where the un-

accredited college is located.

Regardless of the number of hours and the nature of the courses transferred a minimum of fifteen (15) hours with an average of "C" in the major field must be attained in residence.

After admission to Shepherd College, a student may not transfer to this institution courses in his major or teaching fields.

Students planning to enter teacher education should be aware of the fact that although a 2.00 is required for admission to the College, this grade point average is not high enough for entrance into the professional education block courses. Students planning to enter elementary education must have a minimum 2.30 grade point average in their field of study and students planning to enter secondary education must have a minimum grade point average of 2.50 in their respective teaching fields.

## **RE-ADMISSION OF STUDENTS**

An application for admission must be completed by any individual who was not enrolled the semester immediately preceding intended readmission to Shepherd. A health record is valid for five years after original submission. Residence hall applications and deposit checks of \$25.00 should be submitted with the re-admission application if on-campus housing is desired. Students who have been academically suspended from the College should be sure that they are eligible for readmission prior to the submission of the application form.

## **ADMISSION OF FOREIGN STUDENTS**

Applications from foreign students should be submitted at least four to six (4 to 6) months prior to the opening of the semester in which the applicant desires to enter. To be admitted the foreign student must demonstrate proficiency in both written and spoken english. Such proficiency can be established by the successful completion of the Test of English as a Foreign Language, (TOEFL), administered by the Educational Testing Service, Princeton, New Jersey 08540. A score of at least 550 on this test is required for admission to Shepherd College. Information concerning this test can be secured through the United States Embassies and Consulates throughout the world or by writing to TOEFL, 1755 Massachusetts Avenue, N.W., Washington, D.C. 20036.

The applicant must file an application for admission, a health form and an official transcript of all academic credits and grades. This transcript must be sent directly to the Office of Admissions at Shepherd College by the institution the applicant last attended. Scholastic attainment must be equivalent to that of



a high school graduate in the United States. Decisions about admission cannot be made until complete records have been received by Shepherd College and reviewed by the U.S. Office of Education, International Division, Washington, D.C.

Foreign students should make all arrangements for their financial obligations to Shepherd College and for their entire stay in the United States before leaving their home countries.

## **TRANSIENT STUDENTS**

Students who desire to enroll as TRANSIENT STUDENTS may do so upon the submission of a letter of good standing mailed directly to the Office of Admissions at Shepherd College from the institution that the student last attended and the submission of an application for admission at least one month prior to the opening of the semester in which the student decides to enroll.

## **SPECIAL STUDENTS**

Other persons may be considered for admission as special students upon completing an application. Special students may enroll in those courses for which they are qualified. If at a later date the student decides to work toward a degree at Shepherd College, he must submit all documents (transcripts, test scores, etc.) required and be admitted as a degree candidate. Transcripts may be required in order to evaluate competencies before enrolling in certain courses.

## **AUDITING COLLEGE COURSES**

A student may audit a college course by making application in the Office of Admissions as an auditor. An auditor is expected to comply with the instructor's attendance policy. Regular college fees are charged for persons auditing a course.

## **HIGH SCHOOL HONORS PROGRAM**

The Shepherd College Secondary School Honors Program offers a stimulating summer or regular semester of college work to the outstanding and highly motivated secondary school student who has completed his junior year.

The Honors Program gives the high school student an opportunity to take fully accredited college courses along with the college student. By competing at the college level, the honors student can confirm his fitness for collegiate studies before the end of his senior year and earn full college course credit while still in high school.

## **ELIGIBILITY**

The High School Honors Program can admit only a limited number of students who meet its standards to Shepherd College each year. The applicant should be completing or have completed his junior year of high school and should have maintained at least a "B" average during his high school course work. Applicants will be screened for ability, interests, initiative, emotional stability and social maturity.

The Honors student enrolls in regular college courses under the same regulations that apply to all undergraduate students registered for credit at Shepherd College. Depending upon his background, aptitudes, and recommendations from high school personnel, the honors student may choose a wide variety of college courses. Because a major purpose of this program is to insure a complete and realistic introduction to college studies, only a limited number of honors students are admitted to any one section of a course.



## **COLLEGE COURSE CREDIT**

Credit earned in the High School Honors Program is applicable towards a degree at Shepherd College should the student decide to matriculate here. The credits are transferrable elsewhere depending upon the policies of the individual college to which the student might later apply.

College credits are awarded when the student completes all requirements for graduation from high school. No student will be permitted to register for more than seventeen (17) semester hours of college course work in any one semester. Course fees and tuition will be the same as that for a regularly enrolled student of Shepherd College.

## **APPLICATION AND ADMISSION**

The student will apply for Admission to Shepherd College for the High School Honors Program using the regular college admissions application form. The student should check the space marked "High School Honors" on the front page of the application form. The applicant will follow all regular college admissions procedures as outlined in the Shepherd College Catalog and should submit scores from the American College Test (ACT) prior to enrolling for courses or before the end of the first semester of enrollment.

To be admitted to the High School Honors Program, the student must have the written approval of his high school principal and guidance counselor on file with the Director of Admissions at Shepherd College. The applicant should return the completed admissions application form to his guidance counselor who will attach a copy of the student's high school transcript and mail the materials to Shepherd College. Officials of Shepherd College must approve the specific courses in which the honors student enrolls.

All applications for admission to this program must be submitted at least thirty (30) days prior to the beginning of the semester or summer session in which the student wishes to begin the honors program. Admissions materials may be obtained from the high school guidance office or from the Admissions Office at Shepherd College.

Questions concerning the Shepherd College High School Honors Program should be directed to the Director of Admissions.

## **PROJECT AHEAD (Army Help for Education & Development)**

Shepherd College has approved participation in the Army's new educational program, Project AHEAD. Under this program the College will admit qualified men and women as degree candidates at the time of their enlistment in the Army and provide counseling assistance to help them plan academic programs that will take advantage of approved course offerings wherever they may be stationed. Individuals designated as Project AHEAD students will be accepted for the Bachelor degree, Associate degree or One-Year Certificate programs.

After qualifying for Army service and fulfilling the "home school's" (Shepherd College) cooperative education requirement, the Project AHEAD student-soldier is counseled on how to apply credits earned for college courses while on or off Army duty. Army counselors in on-post educational centers provide local guidance to make sure that the soldier-student takes the right courses to complement his or her education program at Shepherd College.

When the Project AHEAD student is discharged from the Army and returns to the Shepherd campus, the course work he has taken while in the service is accumulated and credited toward his degree program. College Level Examination Program (CLEP) tests, College Entrance Examination Board (CEEB) Advanced Placement tests, and USAFI course work can also be used for college credit.



Individuals interested in learning more about the Project AHEAD program at Shepherd College should contact the Director of Student Development at Shepherd College.



*The Pom Poms performing during half-time at Shepherd Rams Basketball games.*

## **SERVICEMEN'S OPPORTUNITY COLLEGE (SOC)**

Shepherd College is a member institution of the Servicemen's Opportunity College Program. This program provides opportunities for servicemen and women to pursue educational programs through a variety of traditional and non-traditional means—on-campus and on-base, in a variety of instructional modes or delivery systems and at times appropriate to their duty assignments. Shepherd College will work with servicemen and women to ensure that course work taken elsewhere is not lost when the student enters Shepherd College.

Shepherd College has designated a trained counselor as the servicemen's counselor. This individual is available at times and locations convenient to the servicemen and women to assist them in their understanding of all educational options available within the SOC program. Tutorial services and similar learning assistance programs are available.

The SOC program provides maximum recognition of educational experiences obtained in the Armed Services. The use of United States Armed Services Institute (USAFI) courses, the College Level Examination Program (CLEP), College Entrance Examination Board (CEEB) Advanced Placement tests and other recognized tests will be used to award credit to the SOC participant.

Individuals interested in learning more about the SOC program at Shepherd College should write to the Director of Student Development at Shepherd College.

## **DIRECT TRANSFER AGREEMENTS**

Shepherd College has developed direct transfer agreements with Ferrum College, Ferrum, Virginia; Northern Virginia Community College, Annandale, Alexandria, Manassas, Sterling and Woodbridge, Virginia; Allegheny Community College, Cumberland, Maryland; Southern West Virginia Community College, Logan and Williamson, West Virginia; Hagerstown Junior College, Hagerstown, Maryland; Frederick Community College, Frederick, Maryland; Montgomery College, Rockville and Takoma Park, Maryland; and Howard Community College, Columbia, Maryland, and plans to develop agreements with other two-year junior and community colleges in the near future. These agreements guarantee that students transferring from the two-year college will be accorded class standing by the number of semester hours or quarter hours completed at the two-year college and that all course work taken at the two-year

college will be credited toward the student's bachelor degree program at Shepherd College.

Applicants interested in the details of these direct transfer agreements should contact one of the colleges involved or Shepherd College. Officials of institutions desiring an agreement with Shepherd College should contact the Director of Admissions at Shepherd College.

## **CLEP TESTS**

Students will be awarded credit for the successful completion of any or all of the CLEP Subject Examinations presently offered or developed in the future. They must achieve a score equal to or above the recommended score of the model policy of the College Board's Council on College-Level Examinations current at the time the examination was taken, that is the fiftieth percentile. Credit shall be awarded for the number of semesters for which the examination was designed. A grade shall not be assigned and the credit will not be included in the computation of the student's grade point average.

If credit in general education does not meet specific program requirements of Shepherd College, the credit shall be used as elective credit. The permanent academic record of the student shall indicate which credit was earned by CLEP examination. Credit for courses involving field-based aspects is not awarded on the basis of CLEP scores. Students must be enrolled at Shepherd College in order to receive credit from the institution. Students who have taken CLEP examinations prior to enrollment must submit an official CLEP transcript. The Chancellor of the West Virginia Board of Regents shall appoint a committee to review these regulations periodically.

Students currently enrolled at Shepherd College may take the CLEP examinations on campus. Persons desiring to enroll at Shepherd College who wish CLEP credit as part of their admission must take the examinations at another testing center. At present the closest center to Shepherd College is located at Frederick Community College, Frederick, Maryland.

## **WAIVING FRESHMAN ENGLISH**

English 101 may be waived by special examination or on the basis of freshman placement tests, but no credit is allowed. Students are expected to take an advanced English course as a substitute.

Students who score 26 or better on the English portion of the ACT may request the Chairman of the Division of Languages and Literature to waive the requirement of English 101. In this event, the Division Chairman will refer the student to the Freshman Evaluation Committee, which will give him a Division English 101 test and one or more themes. On the basis of this test and theme(s) the committee may waive the requirement of English 101. No credit will be allowed for the waived requirement; the student must still complete 128 hours for graduation, and he must select some other class in English in lieu of the English 101.

## **ENROLLMENT PROCEDURES**

A high school student may obtain an admission application from his high school guidance counselor or by writing directly to the Office of Admissions, Shepherd College, Shepherdstown, West Virginia 25443. He must complete the admissions application and return it with the health form signed by a physician, housing application and room reservation deposit (if applicable), and the financial aid application (if he desires financial assistance) to the Director of Admissions. He should request that his high school send his official transcript to the Director of Admissions. This transcript must include his class rank or G.P.A., courses taken, senior courses in progress and test scores if taken. After his application and official transcript have been received, he will be notified of his acceptance or denial.

Every student should familiarize himself with the College catalog and all requirements for certification and degrees, and will be held primarily responsible for meeting these requirements.

A student who has been officially admitted to the College will receive instructions and information regarding the Orientation Program and Registration from the Office of the Registrar. An advisor will be appointed for all first-time enrollees. A student should feel free at all times to contact his advisor to plan and discuss his schedule and academic program. Advisors are chosen in the field in which the student is majoring. Ordinarily, a student has the same advisor until he graduates unless he changes his field of study.

## **COLLEGE CREDIT FOR MILITARY SERVICE**

Institutions of higher learning in West Virginia will grant credit for four (4) semester hours to an individual who presents a copy of his DD-214 Form after completing a minimum of one year of active military service. This credit shall be assigned to physical education, hygiene, military training or appropriate electives. The four semester hours allowed for basic or recruit training may be counted as lower division physical education unassigned, or may be counted toward the following requirements: two hours, Health Education; two hours, First Aid; four hours, Recreational Activities; four hours, Team Sports.

Correspondence work completed at accredited institutions of higher learning cooperating with the Armed Forces Institute will be accepted by institutions of higher learning in West Virginia for the amount of credit allowed by the institution with which the credit was earned, but not to exceed 28 semester hours.

## **ORIENTATION, TESTING AND EARLY REGISTRATION**

New freshmen and transfer students who will be entering Shepherd College for the first time have the opportunity to attend an orientation, testing and early registration session held on one of several dates in April, June, or July. Students attending these sessions will meet with their academic advisors, will plan their fall course schedules, and will register for their fall semester courses.

## **DELAYED ENROLLMENT PLAN**

Students who are offered admission to the freshman class at Shepherd College may postpone their enrollment for one year. Admitted freshmen who choose this option must submit a letter requesting that their application be reconsidered by April 1 for the fall semester, May 1 for the summer terms, or November 1 for the spring semester. These students will be guaranteed space, except in the Nursing Program, if they satisfy previous admission requirements made as conditions of their original admission. They must have an honorable record in the intervening year. Assurance of future admission does not apply to students who enroll in another college or university during the intervening period; in such cases, it will be necessary to consider the student as a transfer applicant based on the course work taken at the other college or university. The student delaying his enrollment must complete a new admissions application form to update information about himself and his proposed academic program.

## **POLICY REGARDING CLASSIFICATION OF RESIDENTS AND NONRESIDENTS FOR ADMISSION AND FEE PURPOSES**

The West Virginia Board of Regents at its meeting November 13, 1973, adopted the following regulations governing the classification of students as residents or nonresidents for admission and fee purposes at all institutions under its jurisdiction, effective January 1, 1974.



## CLASSIFICATION OF RESIDENTS AND NONRESIDENTS FOR ADMISSION AND FEE PURPOSES

**1. General:** Students enrolling in a West Virginia public institution of higher education shall be classified as resident or nonresident for admission, tuition and fee purposes by the institutional officer designated by the President. The decision shall be based upon information furnished by the student and all other relevant information. The designated officer is authorized to require such written documents, affidavits, verifications, or other evidence as are deemed necessary to establish the domicile of a student. The burden of establishing residency for tuition and fee purposes is upon the student.

If there is a question as to residence, the matter must be brought to the attention of the designated officer and passed upon at least two weeks prior to registration and payment of tuition and fees. Any student found to have made a false or misleading statement concerning his residence shall be subject to disciplinary action and will be charged the nonresident fees for each session theretofore attended.

**2. Residence-Determined by Domicile:** Domicile within the state means adoption of the state as a fixed permanent home and involves personal presence within the state with no intent on the part of the person to return to another state or country. West Virginia domicile may be established upon the completion of at least twelve months of continued residence within the state prior to the date of registration provided that such twelve months residency is not primarily for the purpose of attendance at any institution of learning in West Virginia.

Establishment of West Virginia domicile with less than twelve months residence prior to the date of registration must be supported by proof of positive and unequivocal action, such as, but not limited to, the purchase of a West Virginia home, full-time employment within the state, paying West Virginia property tax, filing West Virginia income tax returns, registering to vote in West Virginia and the actual exercise of such right, registering of motor vehicles in West Virginia, and possessing a valid West Virginia driver's license. Additional items of lesser importance include transferring or establishing local church membership, involvement in local community activities, affiliation with local social, civic, fraternal or service organizations, and various other acts which may give evidence of intent to remain indefinitely within the state. Proof of a number of these actions shall be considered only as evidence which may be used in determining whether or not a domicile has been established.

**3. Minors:** Minors are defined by the West Virginia Code (2-2-10) as persons under eighteen years of age. The residence of a minor shall follow that of the parents at all times, except in extremely rare cases where emancipation can be proved beyond question. The residence of the father, or the residence of the mother if the father is deceased, is the residence of the unmarried or unemancipated minor. If the father and the mother have separate places of residence, the minor takes the residence of the parent with whom he has been assigned by court order. The parents of a minor will be considered residents of West Virginia if their domicile is within the state.

A minor student who is properly admitted to an institution as a resident student shall retain that classification as long as he enrolls each successive semester.

**4. Emancipated Minor:** An emancipated minor may be considered as an adult in determining residence, provided satisfactory evidence is presented that neither of his parents, if living, contribute to his support nor claim as a dependent for federal or state income tax purposes.

In the event that the fact of emancipation is established, the emancipated minor assumes all of the responsibilities of an adult to establish residence for tuition and fee purposes. Proof must be provided that emancipation was not



achieved principally for the purpose of establishing residence for attendance at an institution of higher education.

**5. Students Eighteen Years of Age or Over:** A student eighteen years of age or over may be classified as a resident if (1) the parents were domiciled in the state at the time the student reached majority and such student has not acquired a domicile in another state, or (2) while an adult the student has established a bona fide domicile in the State of West Virginia. Bona fide domicile in West Virginia means that the student must not be in the state primarily to attend an educational institution and he must be in the state for purposes other than to attempt to qualify for resident status.

Any nonresident student who reaches the age of eighteen years while a student at any educational institution in West Virginia does not by virtue of such fact alone attain residence in this state for admission or tuition and fee payment purposes.

A student who is properly classified as a resident at the time that he reaches the age of eighteen shall continue to be classified as a resident as long as he enrolls each successive semester and does not establish a domicile, or legal residence, in another state.

**6. Change of Residence:** An adult student who has been classified as an out-of-state resident and who seeks resident status in West Virginia must assume the burden of proving conclusively that he has established domicile in West Virginia with the intention of making his permanent home in this state. The intent to remain indefinitely in West Virginia is evidenced not only by a person's statements but also by his actions. The designated institutional officer in making his determination shall consider such actions as, but not limited to, the purchase of a West Virginia home, full-time employment within the state, paying West Virginia property tax, filing West Virginia income tax returns, registering to vote in West Virginia and the actual exercise of such right, registering of motor vehicles in West Virginia and possessing a valid West Virginia driver's license. Additional items of lesser importance include transferring or establishing local church membership, involvement in local community activities, affiliation with local social, civic, fraternal or service organizations, and various other acts which may give evidence of intent to remain indefinitely within the state. Proof of a number of these actions shall be considered only as evidence which may be used in determining whether or not a domicile has been established. Factors militating against a change in residence classification may include such considerations as the fact that the student is not self-supporting, that he is carried as a dependent on his parents' federal or state income tax returns or his parents' health insurance policy, and that he customarily does not remain in the state when school is not in session.

**7. Marriage:** The residence of a married person is determined by the same rules of domicile which would apply if he or she were not married.

**8. Military:** An individual who is on active military service or an employee of the federal government may be classified as a resident for the purpose of payment of tuition and fees provided that he established a domicile in West Virginia prior to entrance into federal service, entered the federal service from West Virginia, and has at no time while in federal service claimed, or established a domicile in another state. Sworn statements attesting to these conditions may be required. The wife and dependent children of such individuals shall also be classified as residents of the State of West Virginia for tuition and fee purposes. Persons assigned to full-time active military service and residing in West Virginia may be classified as in-state residents for tuition and fee purposes after twelve months continuous location in the state.

**9. Aliens:** An alien in the United States on a resident visa, or who has filed a petition for naturalization in the naturalization court, and who has established a bona fide domicile in West Virginia may be eligible for resident clas-

sification, provided he is in the state for purposes other than to attempt to qualify for residency status as a student.

**10. Local Requirements:** Among the factors necessary for consideration of a West Virginia Resident for tuition purposes, Shepherd College requires that a driver's license, voter registration card and other credentials be obtained prior to enrollment at Shepherd College.

**11. Local Appeal Process:** After the Registrar has rendered a decision regarding residency for fee purposes, a student may appeal the decision in not less than ten (10) days nor more than thirty (30) days immediately following the Registrar's decision to the Residency Appeals Committee at Shepherd College. Proceedings of the Residency Appeals Committee shall be taped and available to the President. After a decision is rendered by the Appeals Committee a copy shall be given to the student; a copy shall be prepared for the President; and a third copy shall be placed in the student's folder in the Registrar's Office.

If a student wishes to appeal the Residency Appeals Committee decision, he shall notify the President of his intention in not less than ten (10) days nor more than thirty (30) days after notification from the Residency Appeals Committee. Proceedings of the appeal shall be taped. After a decision is rendered by the President a copy shall be given to the student and a second copy shall be placed in the student's folder in the Registrar's Office.

Any appeal that the student intends to make after notification by the President of the President's decision shall be in accordance with the "Appeal Process" as outlined below.

**12. Board of Regents Appeal Process:** The decision of the President of the institution may be appealed in writing with supporting documentation to the West Virginia Board of Regents. The appeal will be received by the Board of Regents Committee on Appeals.



## SECTION IV

# FINANCES

### TUITION & FEES

1. The West Virginia Board of Regents' regulations stipulate that:

"No financial credit of any type shall be extended to any individual either student or other at any state college or institution. All colleges and institutions shall operate strictly on a cash basis with all payments and obligations being collected in advance. All tuition and fees must be collected in full for each semester on enrollment (registration) day."

2. If payment is made by check, registration will be considered incomplete until the check covering the required fees and payments has cleared the bank on which it was written. For additional information, please read the section under PAYMENT COMMENTS.

#### 3. West Virginia Students—Full & Part-Time Per Semester\*<sup>1</sup> <sup>2</sup>

Full-Time			
(12 hours or more)	\$171.00	6 Hours	\$53.00
11 Hours	156.75	5 Hours	44.75
10 Hours	142.50	4 Hours	36.50
9 Hours	128.25	3 Hours	28.00
8 Hours	114.00	2 Hours	19.75
7 Hours	99.75	1 Hour	11.25

#### Out of State Students—Full & Part-Time Per Semester\*<sup>1</sup> <sup>2</sup>

Full-Time			
(12 hours or more)	\$621.00	6 Hours	\$278.00
11 Hours	569.25	5 Hours	232.25
10 Hours	517.50	4 Hours	186.50
9 Hours	465.75	3 Hours	140.50
8 Hours	414.00	2 Hours	94.75
7 Hours	362.25	1 Hour	48.75

#### 4. SUMMER SCHOOL FEES—1978

##### West Virginia Students—Full & Part-Time Per Term\*<sup>1</sup>

Full-Time			
(12 hours or more)	\$171.00	6 Hours	\$71.00
11 Hours	156.75	5 Hours	59.75
10 Hours	142.50	4 Hours	48.50
9 Hours	128.25	3 Hours	37.00
8 Hours	114.00	2 Hours	25.75
7 Hours	99.75	1 Hour	14.25

##### Out of State Students—Full & Part-Time Per Term\*<sup>1</sup>

Full-Time			
(12 hours or more)	\$621.00	6 Hours	\$296.00
11 Hours	569.25	5 Hours	247.25
10 Hours	517.50	4 Hours	198.50
9 Hours	465.75	3 Hours	149.50
8 Hours	414.00	2 Hours	100.75
7 Hours	362.25	1 Hour	51.75

5. **AUDIT FEE (Courses without credit) is the same as if credit were given.**

#### 6. ROOM AND BOARD RATES FOR EACH SEMESTER\*<sup>3</sup>

Gardiner & Boteler Halls—Room & Board (Closed Dorm)	\$625.00
Turner & Kenamond Halls—Room & Board (Open Dorm)	640.00
Shaw & Thatcher Halls—Room & Board (Open Dorm)	670.00
Meal Ticket—3 meals per day—Dining Hall	392.00
Room Deposit—Refundable	25.00

A commuting student may purchase meals at the cafeteria

**7. OTHER SPECIAL FEES:**

Identification Card Replacement	\$ 2.00
Late Registration	10.00
Transcripts-after first transcript	1.00
Bad Check Handling (see Item 10)	5.00
Special Examination for course credit-per course	3.00
Parking-per year (Day)	3.00
Parking-per year (Evening)	1.00
Summer Orientation	5.00
* Graduate Record Examination	10.50
* National Teachers Examination	22.00
Graduation	12.00
* GED Testing	5.00
Dormitory Damage Deposit-same as Room Deposit in Item 6	
\$25.00 per year \$50.00 Maximum	
* Fees subject to Change	

**PAYMENT COMMENTS:**

8. All tuition, fees, room and board charges (plus 3% West Virginia Sales Tax where applicable) must be paid in full at the time of registration.

9. The cashier accepts cash, postal money order, or approved personal checks written for the exact amount of the obligations. All checks must be payable to Shepherd College. The student's registration may be cancelled when payment is made by a check which is dishonored by the bank.

10. A handling fee of \$5.00 will be collected for each check returned unpaid by the bank upon which it is drawn unless the student can obtain an admission of error from the bank.

11. If the check returned by the bank was in payment of tuition and fees, the business office will be required to declare the fees unpaid and registration canceled. The return of a check for any reason constitutes late registration and the applicable late registration fee shall be assessed. In such case the student may be reinstated upon redemption of the unpaid check, payment of the \$5.00 handling charge and payment of the applicable late fee of \$10.00.

12. All fees and expenses are subject to change without prior notice.

13. Student charges are payable at the time of registration for each semester. Any outstanding and unpaid financial obligation to the college can result in withholding the students grades, transcript of credits, diploma and official reports; the student may not be permitted to attend classes and could be denied from future registration (Item 15).

14. Student employees will be required to pay tuition & fees at the same time as other students. The student employee will receive monthly pay checks from the State of West Virginia for work performed during the previous month.

15. Students in debt to the college for the previous semester or term will not be permitted to enroll until all obligations are paid.

16. Private dormitory room rentals are subject to room availability and approval of Dean of Student Affairs. The cost will be one and one-half times the double room rate.

17. Students absent from the campus seven or more consecutive days because of illness or other excusable reason will not be charged for meals, but no deduction will be made from room rental during the absence.

**REFUNDS:****18. Refund Policy on Tuition and Fees**

First Semester 1977-78

August 22-September 2, 1977	90%
September 5-16, 1977	70%
September 19-30, 1977	50%



October 3, 1977	No Refund
Second Semester 1977-78	
January 9-20, 1978	90%
January 23-February 3, 1978	70%
February 6-17, 1978	50%
February 20, 1978	No Refund
First Summer Term 1978	
June 5-7, 1978	90%
June 8-10, 1978	70%
June 12-14, 1978	50%
June 15, 1978	No Refund
Second Summer Term 1978	
July 5-7, 1978	90%
July 10-12, 1978	70%
July 13-17, 1978	50%
July 18, 1978	No Refund

19. Board payment will be refunded beginning the next full week following the date of withdrawal from the college.

20. No room rent will be refunded when a student withdraws from college.

21. A room deposit and board refund must be authorized by the Dean of Student Affairs.

22. Notice of cancellation of room reservation must be received in the Admissions Office by *June 1* for the first semester or in the Student Affairs Office by *November 1* for the second semester. Failure to meet this deadline will result in forfeiture of the room deposit.

## REDUCED TUITION OUT-OF-STATE ACADEMIC PROGRAMS AVAILABLE TO WEST VIRGINIA RESIDENTS

West Virginia provides for its residents who wish to pursue academic programs not available within the State through the Academic Common Market and through contract programs. Both programs provide for West Virginians to enter out-of-state institutions at reduced tuition rates. Contract programs have been established for study in veterinary medicine, optometry, architecture, and podiatry; the Academic Common Market provides access to numerous graduate programs. The programs are restricted to West Virginia residents who have been accepted for admission to one of the specific programs at designated out-of-state institutions. Further information may be obtained through the West Virginia Board of Regents.

\*1Does not include room & board

\*2One through six credit hours excludes charges for extracurricular activities

\*3Add 3% W. Va. Sales Tax (Subject to Change)

## SECTION V

# STUDENT PERSONNEL PROGRAMS AND SERVICES

The Student Affairs staff is charged with responsibility for the coordination of Student Personnel Programs and Services as well as the general guidance of student life beyond the classroom. Student Personnel Services provided to students include housing, health services, food services, scholarships, financial aid, student employment, placement, and security as well as developmental services such as counseling, the improvement of reading and study skills. It also provides academic assistance through tutorial services.

Programs and activities coordinated by the Student Personnel staff range from social-recreational programs coordinated by the Interdorm Council and the College Center Board to the Creative Arts Lecture-Forum type program coordinated by staff and sub-committees. In addition there are intramural programs planned and implemented by the Division of Health, Physical Education, Recreation, and Safety.

Special Annual Events include Homecoming, Parents' Day, Spring Weekend, Winter Carnival, and Arts and Crafts Festival.

## STAFF

**George Auxt**, Associate Professor of Student Personnel and Dean of Student Affairs. B.A., Gettysburg College, 1951; M.A., Teachers' College, Columbia University, 1960. (1969)

**Harry C. Young, Jr.**, Assistant Professor of Student Personnel and Director of Student Development. B.S., Ohio State University, 1960; M.A., Marshall University, 1968. (1969)

**Linda Little**, Instructor of Student Personnel and Associate Dean of Student Affairs. AA, Sullins College, 1965; B.S., Auburn University, 1967; M.Ed., Mississippi College, 1971. (1974)

**John E. Adams**, Instructor of Student Personnel and Associate Dean of Student Affairs. B.A., Shepherd College, 1971; M.S. Shippensburg State College, 1976. (1971)

**Clinton Davis**, Assistant Professor of Student Personnel and Director of Shepherd College Center. B.A., 1962; M.A., 1968, Marshall University. (1973)

**Edmond R. Urquhart**, Instructor of Student Personnel and Assistant Director of Shepherd College Center. E.E., Cornell University, 1939; M.B.A., University of Chicago, 1960. (1972)

**Haydon Rudolf**, Instructor of Student Personnel and Director of Financial Aid. B.A., Wittenberg University, 1965; M.Ed., University of Cincinnati, 1966. (1973)

**William Wanger, Jr.**, M.D., Director of Health Services and Consulting Physician.

**Harvey Reisenweber**, M.D., Consulting Physician.

**Margaret Hammond**, R.N., Head Nurse.

**E. Louise Slifko**, R.N., Coordinator of Health Programs and Services.

**Mary Louise Wright**, R.N., Night Nurse.

**Nancy H. Coyle**, Instructor of Student Personnel and Counselor. B.A., St. Andrews Presbyterian College, 1973; M.Ed., Virginia Polytechnic Institute and State University, 1975. (1976)

**Larry Slade**, Resident Staff Member and Assistant Coach. B.S., Shepherd College, 1973. (1973)

**Sandra Staniar**, Instructor of Student Personnel and Coordinator, Special Services Program. B.A., Dickinson College, 1969; M.S., Shippensburg State College, 1972. (1973)

**Stephanie Possumato**, Reading and Study Skills Specialist. B.S. Millersville State College, 1974. (1976)

**Susan D. Waring**, Instructor of Student Personnel and Counselor/Career Development. B.A., Gettysburg College, 1971; M.S., Shippensburg State College, 1975. (1975)

**Larry M. Jones**, Security Officer.

**George C. Peterson**, Security Officer.

**Thomas H. Smith**, Security Officer.

**Robert Morris**, Dining Hall Manager (Contract).

**Stella Chandler**, Assistant Dining Hall Manager (Contract).



# **SERVICES**

## **ORIENTATION TO COLLEGE**

You've heard people say, "Start off on the right foot and the rest is easy." To help students make a smooth transition from high school to college, Shepherd conducts a two phase orientation program. Phase one consists of a one day spring or summer program which gives new students an opportunity to meet with faculty, discuss their academic program and schedule classes for the fall semester. Phase two of the program is conducted in the fall and is designed to help new students make the adjustment, academically and socially, from high school to college. Because these programs are designed to help students make a satisfactory adjustment to college, all new students accepted for admission in the fall semester are expected to attend. Dates for the spring or summer program are announced to newly admitted students early in the spring.

## **STUDENT DEVELOPMENT**

A student development staff has been employed to help students make the most of their opportunities to develop personally, socially and intellectually. One of the primary concerns of the staff is that of helping students adjust to the total college environment. Services offered by this department are counseling, testing and placement services along with academic assistance through the federally funded Student Special Services.

Four professionally qualified counselors are part of this staff. They are eager to work with students who have concerns in the personal-social, career-vocational, or academic areas. Confidential treatment of things the student feels are "personal" is the byword in the Student Development Center. In addition to counseling, this office arranges employment or placement interviews for graduating seniors or alumni in both the teaching and non-teaching fields. Representatives of business, industry, government, and boards of education are invited to the campus for the purpose of recruiting Shepherd graduates. An up-to-date listing of off-campus part-time jobs is available in this office.

Student Special Services is designed to assist college students through reading/study skills development, counseling and tutoring. Through a qualified reading/study skills specialist, students may improve their reading skills and develop effective study habits. A professionally trained counselor assists students with any academic, personal and/or vocational concerns they encounter. Student tutors, competent in their fields, offer academic assistance free of charge to students having difficulty in a particular class. Students are encouraged to enroll in this program early in the year so that they may receive effective assistance.

## **HOUSING PROGRAMS AND SERVICES**

At Shepherd College, the residence halls are considered an integral part of the educational program with the hope that they will provide opportunities both directly and indirectly for educational growth and development in areas related to formal studies. Thus, all single students not commuting from home, regardless of age or whether or not emancipated, are required to live in a college residence hall. In the event space is not available in a residence hall, exceptions will be made with the following priority: 1) In cases where it appears that a student will suffer a significant hardship because of medical, or other good reasons shown; 2) in cases of older students, as, for example, returning military veterans and previously married students; 3) seniors; 4) juniors; and 5) sophomores.

Activities, programs and counseling services are planned and carried out



for the benefit of all residents, providing them with opportunities to learn to live happily and comfortably within groups. A major value of the experience is learning to live in such a manner as not to infringe upon the rights of others and to this end the residence halls have specific standards developed by the staff and residents to assist in group living and citizenship education.

By accepting a room reservation in a residence hall, students consent to an agreement with Shepherd College that they will adhere to the rules and regulations found in the Residence Hall Manuals and the Student Handbook and will not conduct themselves in any way that will infringe upon the rights and privileges of other individuals or the group.

Rooms are furnished with single beds, dressers, chests, desks and chairs. Students supply linens (a rental plan is available), pillows, blankets, spreads, rugs and accessories to suit their tastes.

The college is not responsible for the personal property of students in a residence hall. Normally, all personal property is removed when a student withdraws, but in unusual circumstances the college will keep personal property for two weeks. Any property left two weeks after a student has withdrawn will be discarded.

## FOOD SERVICES

To provide for the eating pleasure and nutritional needs of students the College operates a well equipped Dining Hall. This facility is catered by an outstanding national food catering service. The Dining Hall is conveniently located on Residence Hall Circle between Kenamond and Turner Halls. Off campus students may take advantage of the College food service by either purchasing a meal ticket from the College Business Office or by paying for meals at the time they are purchased. All Residence Hall students are required to purchase meal tickets. Food is served cafeteria style.

## HEALTH SERVICES

The Shepherd College Student Health Center is located on the ground floor in the west wing of Gardiner Residence Hall. It is equipped with medical and surgical instruments for the examination, diagnosis, and treatment of minor medical conditions. In addition to an infirmary with accommodations for 8 bed patients, it has a waiting area, an office, and a treatment room. The Student Health Center staff consists of three registered nurses and an affiliated physician.

All new students, including transfers, must submit a Student Health Record as a *requirement for admission*. The Director of Admissions will provide the form to be used.



Shepherd College will not assume financial responsibility for medical treatment beyond the regular services of the college nurse and physician. In case of serious illness, the student may be hospitalized in the Kings Daughters or City Hospitals of nearby Martinsburg, or families may be requested to take the student home to their family physicians.

Special health services are available to veterans at the Veterans Administration Center, Martinsburg, West Virginia.

## **SCHOLARSHIPS, FINANCIAL AID, AND STUDENT EMPLOYMENT SERVICES**

Shepherd College has established various types of financial aid to assist the student in obtaining a higher education. These include scholarships, loans, grants-in-aid, and part-time employment. Selection for financial aid will be made on the following basis: (1) Need, (2) Scholarship, (3) Character, and (4) Qualities of leadership, personality, and service.

An applicant for financial aid must be admitted to the College before he will receive any notice of a financial aid award. One application separate from the Admissions Application is used for all scholarships and financial aids administered by the College. (Please note that some of the financial aids mentioned in this section require a separate application. This fact will be noted in the description of those aids.) In addition to the application, a student must complete a Financial Aid Form, published by College Scholarship Service. The F.A.F. is the need analysis document and therefore an integral part of the application process. This form may be obtained from your guidance counselor or as part of your aid application. The deadline for the receipt of financial aid applications by the College is April 1 for entering freshmen and transfers and March 1 for presently enrolled and readmitted students. Applications received after the above deadline will be accepted on a first come-first served basis until funds are exhausted. Financial aid is awarded one year at a time and a new application must be submitted every year.

## **SCHOLARSHIPS**

Scholarships are granted to students who have demonstrated academic excellence in high school and who have maintained at least a "B" (3.00) average or better, who have been graduated in the upper 1/3 of their graduating class and who have attained a composite score of twenty-one (21) or better on the American College Test (ACT). The following are some of the scholarships available to students meeting the above criteria:

### **ELLA MAY TURNER MEMORIAL SCHOLARSHIPS**

The late Miss Ella May Turner, Professor of English at Shepherd College, provided for the establishment of a trust fund to be administered by the Old National Bank, Martinsburg, West Virginia. The income from this fund is used annually to provide scholarships for outstanding young men and women to attend Shepherd College.

### **SHIRLEY COOPER MEMORIAL SCHOLARSHIPS**

Established in memory of Dr. Shirley A. Cooper, an alumnus of the Class of 1927, by the members of the American Association of School Administrators in appreciation of the outstanding contributions of their Associate Executive Secretary to public education so that deserving students may secure the benefits of a college education.

### **HENRY W. MILLER, JR. SCHOLARSHIP**

This fund will enable the Shepherd College Scholarship and Financial Aid Committee to award several \$500 freshman scholarships each year to students who enroll at Shepherd College from high schools in the Eastern Panhandle of

West Virginia. Recipients will be selected by the Committee from nominees submitted by high school personnel. Awards will be on the basis of excellence in high school scholarship, leadership, citizenship and service.

#### **DR. RUTH SCARBOROUGH SCHOLARSHIP**

Established in honor of Dr. Ruth Scarborough, Professor Emeritus of History, who taught and advised many students in history during her thirty years at Shepherd College. This scholarship has been provided to assist deserving students in history and the social sciences who are enrolled in or who plan to attend Shepherd College.

#### **LEEDS K. RIELY SCHOLARSHIP**

This fund will enable the Shepherd College Scholarship and Financial Aid Committee to award an annual freshman scholarship to a graduate of Jefferson High School (Jefferson County, West Virginia) who enrolls at Shepherd College. The recipient will be selected by the Committee from two or more persons nominated by the high school principal. Awards will be made on the basis of a respectable high school record in citizenship and academic achievement.

#### **ALICE FRANK MEMORIAL MUSIC SCHOLARSHIP**

Established in memory of Alice Frank, wife of Dr. Guy Frank, chairman of the division of Creative Arts at Shepherd College, this scholarship has been provided to assist a student nominated by the Music Department of Shepherd College.

#### **ELISE HOCH MEMORIAL MUSIC SCHOLARSHIP**

Established in memory of Elise Hoch, mother of Dr. Hans Hoch, of Shepherdstown, this scholarship has been provided to assist a student nominated by the Music Department of Shepherd College.

#### **RAY E. HARRIS SCHOLARSHIP**

Established in honor of Ray E. Harris, Professor Emeritus of Biology and for many years chairman of the Division of Math and Science, this scholarship has been established to assist deserving students who are enrolled in or plan to attend Shepherd College.

#### **DR. SARA HELEN CREE SCHOLARSHIP**

Established in honor of Sara Helen Cree, Professor Emeritus of Physical Education, this scholarship has been provided to assist an upper-class student in Physical Education.

#### **SHEPHERD COLLEGE SCHOLARSHIPS**

The West Virginia Board of Regents has authorized Shepherd College to grant a number of scholarships each academic year covering tuition and registration fees to be based upon scholarship, personality and economic status. The number depends on the past year's enrollment.

#### **ORGANIZATION AND ALUMNI SCHOLARSHIPS**

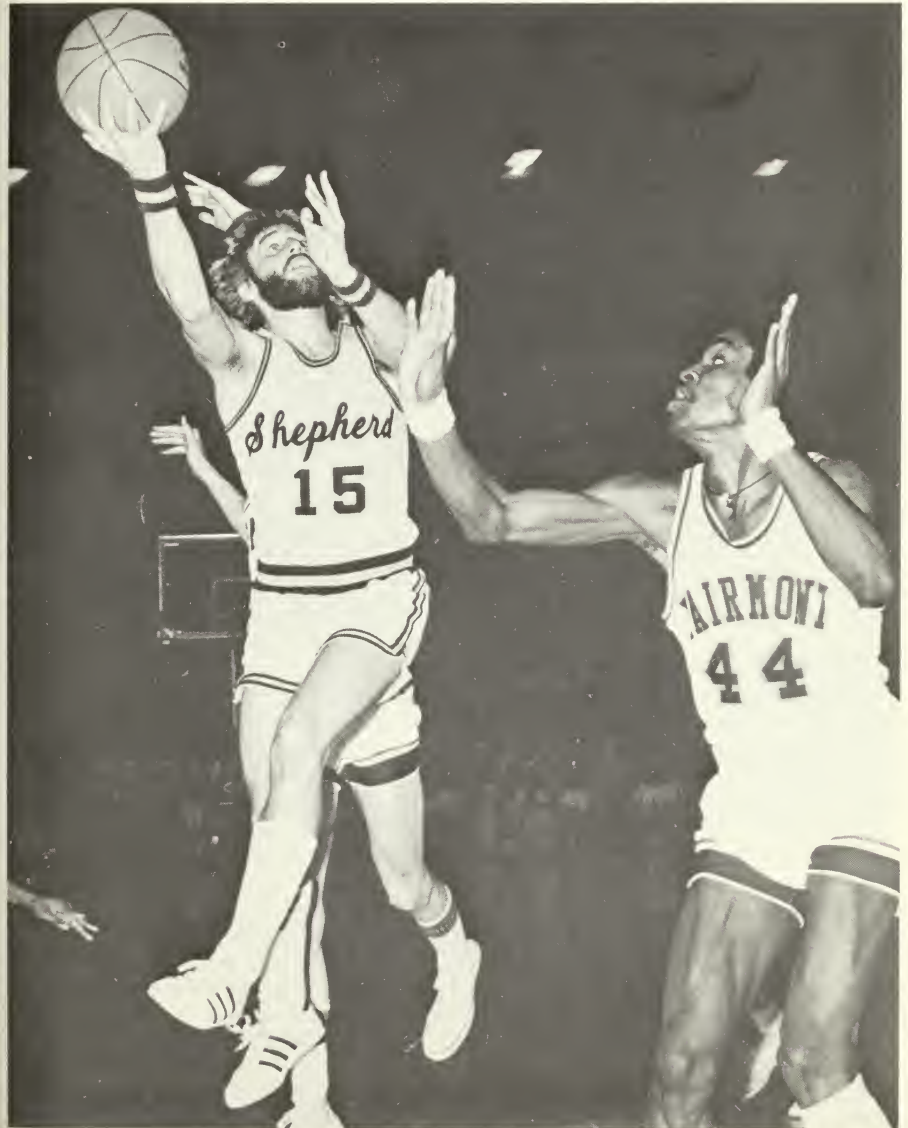
Dr. J. O. Knott Scholarships, P.S. Scholarship, Raymond Baby Freshman Scholarship, Storer College Alumni Memorial Scholarships, Shepherd College Alumni Scholarships, District Number Six Scholarship Fund for Nurses, Shannondale Women's Club Scholarship, Hazel Hendricks Scholarship Fund, Vera Malton Scholarship Fund, Shepherd College Foundation Scholarships, Hazel Barnes Memorial Scholarship, A. C. Nerhood Scholarship, Darrell Reeder Memorial Biology Scholarship, George White Scholarship.

#### **SHEPHERD COLLEGE FOUNDATION MEMORIAL FUNDS**

The Financial Aid Office administers a number of memorial funds. These

are monies which have been contributed to the Shepherd College Foundation by alumni and friends. The purpose of these funds is to assist students who are in financial need. Memorials include:

Steward E. Arnold, Dr. I. O. Ash, Agnes Burnes, Irene F. Cohen, Ira Combs, Anna Hill Egle, Attorney George B. Folk, Mabel H. Gardiner, James A. Hafer, Delberta Harris, John W. Headlee, Warren B. Horner, Edith Ikenberry, A.D. Kenamond, Kenneth Knode, Katherine Roberts Laise, P.H. and H.D. Lowry, Paxton Marshall, Lt. Gilbert Perry, Jr., Isabelle Pfiffer, Dr. Curtis G. Power, Oscar D. Reeler, Jr., Janet Yvonne Riley, Arthur Slonaker, Mary F. and Donald L. Smith, Veta Lee Smith, Dr. William Speg, Harry J. Stuckey, William R. Thacher, Dr. Edward Thomas, Hyman Viener, Dr. W. H. S. White, Lorraine Wilt, Bruce Wolford.





## **SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANTS**

These funds are established by the Federal Government to enable students from low income families to attend college. Grants may range from \$200 to \$1,500 per year depending on the need of the applicant. These grants must be matched with some other type of financial aid and cannot be worth more than one-half ( $\frac{1}{2}$ ) of the student's total need. Grants for freshmen are usually matched with National Direct Student Loans and some College Work Study.

## **NATIONAL DIRECT STUDENT LOANS**

This fund is made possible through the Federal Government National Direct Loan Act in cooperation with the College. Any full-time student in good standing or a prospective student who has been granted admission to the College and can show need for a loan is eligible.

These loans bear no interest while the borrower is a student nor for nine months after the borrower ceases to be at least a half-time student. Repayment of the loan begins nine (9) months after the end of student status and bears three (3%) percent simple interest per annum. At present, one hundred (100%) percent of the loan can be cancelled, fifteen (15%) percent per year for teaching in schools listed in the Federal Register as having a high concentration of students from low income families, for teaching in Head Start Programs, and for teaching handicapped children. A promissory note must be signed by both the student and his endorser (in the case of minors.)

## **COLLEGE WORK STUDY**

This fund was established by the Federal Government and the College primarily to aid students from low income families. Students are permitted to work on or off campus, usually forty (40) hours per month. The Financial Aid Office administers the student assistantship program and serves as a clearing house for students seeking employment and for those persons seeking the services of students. A student on academic or social probation may not be granted student employment by the College during the probationary period. After all students from low income families have been placed, employment may then be offered to other applicants who are in need of employment. Work under the CWS Program during the summer in the student's home community can often be arranged. Any student interested in this program should contact the Financial Aid Office regarding details and eligibility.

## **NURSING SCHOLARSHIP PROGRAM**

This program is made available by the Federal Government to students pursuing an Associate of Science Degree in Nursing. Nursing Scholarship funds are quite limited so they are awarded to the most needy students. Nursing Scholarship recipients are also eligible to participate in the Supplemental Grant and College Work Study Programs as well as those additional sources of aid listed at the end of this section of the catalog.

## **NURSING STUDENT LOAN**

This loan is available to needy students participating in the Associate of Science Nursing Program. It is similar to the National Direct Student Loan. Since Shepherd College participates in the Nursing Loan Program, nursing students are not eligible for a National Direct Student Loan; however, they may apply for all other types of assistance noted in the catalog.

To be eligible to receive assistance through these programs, a student must be a citizen of the United States and have financial need. All other persons seeking financial assistance should contact the Financial Aid Office to determine their eligibility for aid.

## ADDITIONAL SOURCES OF AID

Below are listed a number of additional sources of financial aid. These sources require separate applications in addition to the Shepherd Application. Please contact your guidance counselor regarding these sources or feel free to request more information from the College.

## BASIC EDUCATIONAL OPPORTUNITY GRANT

This program is a Federal financial aid program to provide a basic amount of aid to those who need it. In order to qualify for this program a student: (1) must have established financial need by means of a Basic Grant Application; (2) must be enrolled in an undergraduate course of study and have not previously received a Bachelor's degree from any institution; (3) must be enrolled on at least a half-time basis in an eligible program; (4) must be a U.S. Citizen or be in the United States for other than a temporary purpose and intend to become a permanent resident or be a permanent resident of the Trust Territories of the Pacific Islands; and (5) must have received no more than four full years of Basic Grant payments. If a student has received payment for four full years, he may only receive a Basic Grant in a fifth year of enrollment when either: (a) the program of study leading to a first degree is designed by the institution to be five years in length, or (b) the institution required enrollment in a remedial course of study which meant that the student was unable to complete the regular program in four academic years.

In order to apply for aid under this program (and only this program) a student must complete an application and send it to the address listed therein. Applications may be obtained from high school counselors and colleges. From the application the amount of aid the family can provide is determined. This is known as the Eligibility Index. The Eligibility Index is reported to the family along with instructions as to how to learn the amount of the award. Applications for this program should be available after February 1. The Basic Grant must be applied for each year. It is expected that all students meeting the criteria above will apply.

## STATE GRANTS

Many states offer state scholarships and grants. Listed below are the names and addresses of such agencies.

1. West Virginia Higher Education Grant Program  
950 Kanawha Boulevard East  
Charleston, West Virginia 25301

All West Virginia residents are encouraged to apply. Applications may be obtained from this office, your high school guidance counselor or by writing to the address above. This application also requires submission of a Financial Aid Form, so all West Virginia students are encouraged to have a copy of their F.A.F. sent to the Grant Program as well as Shepherd College. This grant must be applied for each year and is awarded on the basis of need and academic potential as measured by the ACT Test.

2. Pennsylvania Higher Education Assistance Agency Grants  
Town House  
Harrisburg, Pa. 17102  
This grant must be applied for each year.
3. New Jersey State Scholarships and Grants  
State of New Jersey  
Department of Higher Education  
1474 Prospect Street  
P. O. Box 1417  
Trenton, N.J. 08625  
This grant or scholarship must be applied for each year.

## **GUARANTEED STUDENT LOANS**

Guaranteed Student Loans are somewhat similar in terms and repayment to the National Direct Student Loan; however, there is no cancellation feature for teaching. These loans are usually made by a bank and carry a higher interest rate (presently 7%). Application forms are obtained directly from the local bank. After the student and his family complete a section of the form, it is sent to the Director of Financial Aid at the College for need analysis. The form is then returned to the student who returns it to his bank for final processing. Students are encouraged to apply for other types of aid before applying for a guaranteed loan. However, if a guaranteed loan will be necessary it should be applied for at least two months prior to the start of the semester for which it is needed.



## **PROGRAMS AND ACTIVITIES**

### **CREATIVE ARTS LECTURE-FORUM SERIES**

Shepherd College and the Jefferson County Arts Council cooperatively plan a full range of creative arts and lecture-forum programs. Internationally known performers in the arts, leading scholars, and other prominent specialists are brought to the campus each year. Students and faculty members also contribute to the creative arts programs of the campus. Student-faculty art exhibits, recitals, concerts, and plays are all an important part of campus life. As a result of this cooperative effort, interesting programs are held each year for the benefit of students and community.

### **THE COLLEGE CENTER AND ITS PROGRAMS**

Perhaps the most popular social and recreational spot on campus is the College Center. This Center is not just a building; it is also an organization and a program. Together they represent a well considered plan for community life on campus. Through various boards, committees and staff, the Center provides cultural, social, and recreational programs aimed at supplementing the campus instructional program.

What specifically does the College Center offer? It is the location of a cafeteria/snack bar known as the Ram's Den. It also has a Pub Lounge, a bookstore, and gift shop, numerous recreation areas, a ballroom and a variety of offices.

The recreation rooms include: 1) eight bowling lanes; 2) a large activity room with card tables, pool tables, table tennis, etc.; 3) a ballroom for movies,

large meetings, dances and parties; and 4) several rooms available for relaxation, study, and "rapping" with fellow students.

The College Center has meeting rooms and numerous offices available which are used by recognized campus organizations, the Student Government Association, the College Center Board, the college newspaper and yearbook staff, the Center Director, the Veterans' Advisor and the Counseling Staff.

The Center Board is the campus committee responsible for planning social functions such as dances, movies, coffee house acts, tournaments and special events which take place throughout the year. The movies scheduled are among the latest released for distribution to college audiences by the distributors.

When dances and movies are held in the College Center, admission is open to Shepherd students, their dates and guests. Students must show valid I.D. cards. Guests must show valid identification such as drivers licenses.

Tournaments are often held in the College Center. Many of these are initiated at the residence hall level with play-offs taking place in the College Center.

Special annual events include Homecoming Weekend, Parents Weekend, Spring Weekend, the Founders Day Ball, Winter Carnival, and Arts and Crafts Festival. As you can readily see, the College Center is a focal point for activities at Shepherd College. However, the success for all activities depends largely upon student ideas, planning, hard work, cooperation and participation.

## **RELIGIOUS LIFE**

Shepherd College is committed to an ethical approach to living and the values implicit in religion. Students and faculty are encouraged to be active in the work of the church of their choice. Shepherdstown has seven churches: Baptist, Episcopal, Lutheran, Methodist, Presbyterian, Reformed and Roman Catholic.

Various religious groups sponsor recognized campus organizations which offer many opportunities for spiritual fellowship. These organizations sponsor rap sessions, study groups, coffee houses and other similar activities. Opportunities for religious counseling are provided by campus chaplains. These are ministers from local churches who serve campus students on an informal basis and who encourage students to participate in local church activities. At times outstanding leaders in the field of religion are invited to speak at student convocations.

## **ATHLETICS**

Intramural Sports—Men and women are given an opportunity to participate in a broad and varied program of intramural sports. This program is in operation throughout the school year. Coed activities in many sports and recreational activities are sponsored.

Intercollegiate Athletics—Shepherd College sponsors teams in football, cross country, basketball, baseball, swimming, track, golf, and tennis. Separate teams are sponsored for women in volleyball, swimming, basketball, and tennis. Shepherd College is a member of the WVIAC and NAIA.

Women's Recreation Association—The WRA offers a variety of intramural activities to every woman student at Shepherd College; promotes interest, participation and service in WRA events; and encourages sportsmanlike conduct and good fellowship. These goals are achieved through numerous intramural activities, interest groups, sports days and clinics both at home and at neighboring colleges and universities.

## **SOCIAL POLICY**

The staff at Shepherd College assumes that students enroll with a sincere desire to become better educated individuals and to prepare themselves for



useful, productive lives.

The aim of the College is to lead students to cultivate habits of study, application, self-control, a high sense of honor, truthfulness and an interest in maintaining moral atmosphere. Those who are not disposed to support heartily a sentiment of this kind should not apply for admission. The college reserves the right to take appropriate action, including separation from the college, for violations of accepted standards.

All students are expected to observe standards of good taste at all times. All students are expected to be familiar with and be governed by the regulations found in the Student Handbook which has the inherent authority of the Catalog and the College.

## MISCELLANEOUS STUDENT PERSONNEL POLICIES

### MOTOR VEHICLE REGISTRATION

Students who are eligible to have and operate motor vehicles must register all motor vehicles operated or parked on the college campus. The registration fee does not guarantee a parking space and it is the responsibility of the operator of a vehicle to find a legal parking space on or off campus.

### IDENTIFICATION CARDS

All students are furnished with an identification card during the orientation period. Students who pay an activity fee and an athletic fee may use this card for admission to athletic and other college events. Students who do not pay these fees will be charged for admission to such campus activities. Students are required to carry this card at all times. Refusal to show an I.D. card to college officials when requested to do is a violation of college policy. Lost cards may be replaced by paying a \$2.00 replacement fee. Identification cards are the property of Shepherd College and are loaned to students for their use while attending Shepherd. They are to be surrendered to the Dean of Student Affairs upon withdrawal, transfer, or graduation.



## SECTION VI

# ACADEMIC PROGRAM

## ACADEMIC DIVISIONS, EXPLANATIONS OF COLLEGE COURSE NUMBERS AND TERMS

The academic program of the college is organized on a divisional basis, each of the seven divisions having a chairman. These chairmen, along with additional representatives, compose the Academic Committee, which serves as an advisory group to the Academic Dean. The Course areas under each division and numbers assigned follow:

- Div.
- No. DIVISION AND COURSE AREA
- Division of Business Administration
    - 11 Business Administration courses
    - 12 Economics courses
    - 13 Business Education courses
  - Division of Education
    - 21 Education courses
    - 22 Psychology courses
    - 23 New Careers courses
    - 24 Education for the Deaf and Blind courses
    - 25 Home Economics courses
    - 26 Hotel, Motel and Restaurant Management courses
  - Division of Creative Arts
    - 31 Art courses
    - 32 Music courses
  - Division of Health and Physical Education
    - 41 Health, Physical Education, Recreation and Safety courses
  - Division of Languages and Literature
    - 60 Composition courses
    - 61 Literature courses
    - 62 Journalism courses
    - 63 Library Science courses
    - 64 French courses
    - 65 German courses
    - 68 Religion courses
    - 69 Speech, Drama and Broadcasting courses
  - Division of Social Sciences
    - 71 History courses
    - 72 Political Science courses
    - 73 Sociology courses
    - 74 Geography courses
    - 75 Social Welfare courses
    - 76 Philosophy courses
    - 79 Park Administration courses
  - Division of Science and Mathematics
    - 81 Biology courses
    - 82 Chemistry courses
    - 83 Physics courses
    - 84 General Science courses
    - 85 Mathematics courses
    - 86 Nursing Education courses
    - 87 Allied Health courses
    - 88 Fire Service and Safety Technology courses

Numbering of Courses—The College offers courses, numbered 1 through 99, which provide remedial work in various academic disciplines. College cre-

dit will be awarded for such course work, but the credits will not be counted toward any degree program. Courses 100 to 199 are normally for first-year students; courses 200 to 299 are for second-year students; courses 300 to 399 are for third-year students; courses 400 to 499 are for fourth-year students.

All courses numbered 299 and below are lower-division courses, and courses numbered 300 or above are designated as upper division courses. First-year students are not usually admitted to courses numbered 300 or above.

## **SCHEDULE OF CLASSES**

A complete schedule of classes offered each semester showing days of the week and the hours at which they will meet, will be available before the beginning of the semester. Each course will be given as scheduled if ten or more students register for the course. If fewer than ten students register, college officials reserve the right to cancel the course. Shepherd College reserves the right to make changes in a student's schedule for class balancing and other administrative purposes.

## **CLASSIFICATION OF STUDENTS**

Classification of students is made on the following basis: first year, 24 semester hours or less; second year, 25 to 56 semester hours; third year, 57 to 91 semester hours; fourth year, 92 or more semester hours.

## **ACADEMIC LOAD**

A semester hour consists of one hour of recitation with two preparation hours per week. Twelve semester hours per semester constitute a minimum full-time academic load. The normal load is sixteen hours per semester thus making 128 hours in eight semesters (four years). One hundred twenty-eight hours are required for a Bachelor's degree.

Course loads in excess of 16 hours may be taken; however, the academic load for the first semester should generally not exceed seventeen hours. Thirty-two semester hours each year will usually prove sufficient for the average student.

The normal summer load is six semester hours of credit for each term with a total of twelve semester hours for the summer sessions. Fourteen semester hours is the maximum load during the two terms. A student must have at least a "B" average on the last semester's work or on all work taken or be a candidate for graduation at the end of the summer session in order to be eligible to take fourteen semester hours. Exceptions can be made on petition to the respective division chairman.

## **WITHDRAWAL AND CHANGE OF CLASS SCHEDULE**

Students desiring any change in assignment or permission to withdraw or add any course should consult the Registrar. A student may change his schedule during the first three days of each semester. The withdrawal procedure is incomplete until all necessary signatures have been secured. This must be done during the specified time shown in the current academic year calendar.

A student may withdraw from any class with a grade of "W" (without affecting his grade point average) at any time during the semester up to 4:00 p.m. on the seventh calendar day after midterm grades are available to the student. During the summer sessions, withdrawals will be permitted at any time prior to 4:00 p.m. the second calendar day before the last day of classes of each term. Failure to submit the withdrawal form at the Registrar's Office by the deadline will result in the grade of IF.

Complete withdrawal from the college begins in the Student Development Center and is then processed through the Registrar's Office. Unauthorized

withdrawals from class or school are reported as failures.

Withdrawal from the college must be reported and financial clearance made at the business office. (See Marking System below for additional information on withdrawals.)

## MARKING SCHEDULE

A—Superior; B—Good; C—Average; D—Below Average, lowest passing grade; F—Failure; I—Incomplete; W—Withdraw; P—Pass; IF—Failure due to irregular withdrawal from college or from a single class.

Grade changes must be made prior to the first day of registration for a regular semester or a summer term or such change will not be effected during the first three weeks of a semester or the first week of a summer term.

## GRADE REPORTS

Mid-semester and final grade reports follow the normal grading system and are mailed to parents of dependent students and directly to all other students. A second copy of the mid-semester and final grade reports will be available on campus for all students in their advisor's office.





## INCOMPLETE GRADES

I—Incomplete is given to all students who miss some of the last exercises because of illness or other equally good reasons and who have qualitatively satisfactory work to date. When the work missed is satisfactorily completed, the final grade may be any of five passing marks.

Incomplete grades issued during the Fall semester shall be made up before the last week of the following Spring semester. Incomplete grades issued during the Spring semester shall be made up before the last week of the following Fall semester. Incomplete grades issued during either Summer term shall be made up before the last week of the following Fall semester. If the incomplete is not made up according to this schedule, it will automatically become an "F". In either event the grades will be re-averaged at the close of the semester when the grade was to have been made up. All incomplete grades must be accompanied by a form provided by the Registrar's Office at the request of the instructor concerned. (Students under catalogs prior to 1972-73 will have one year in which to make up the Incomplete.)

## PASS-FAIL

Students may choose to take elective courses on a pass or fail basis instead of the regular grading system, in accordance with the following:

1. Electives shall be defined as courses not directly required for an individual's degree. Thus, electives allowed within the major field of concentration would be excluded from P/F. In the event of change in major fields, the course previously taken for P/F applicable to the new major field shall be substituted by approved courses. Required General Education courses shall also be excluded from the pass/fail option. The ultimate responsibility for correct scheduling rests with the student.
2. A passing grade in the P/F shall be equivalent to the normal passing range of A through D in the conventional system.
3. All students are eligible for P/F courses with the exception of those currently on academic probation.
4. Students shall be limited to 24 hours of P/F, with not more than one course to a maximum of 4 credit hours being taken in any one session.
5. Students will declare in the Registrar's office for P/F by the end of the week following Add/Drop. This decision shall be final.

## FINAL EXAMINATIONS

The final examination schedule for the regular academic year is prepared by the Academic Dean and appears in the Master Class Schedule printed before the beginning of the first and second semester of the current academic year.

Last-semester seniors (graduating at the end of either the Fall or Spring semester) with the quality-point rating of 3.0 or better in a given course (this recommendation not to include General Education courses) may be excused from the final examination at the option of the professor. Such students may elect to take the final examination which will then count in the determination of the final grade. This policy does not apply to courses taken during summer sessions.

## QUALITY POINTS

The quality-point average is computed on all work for which the student has registered, except for the courses with grades of W or P, and is based on the following quality-point values for each semester hour of credit:

A	B	C	D	F	IF
4	3	2	1	0	0

## REPEATING COURSES

If a student earns a grade of "D" or "F" on any course taken no later than the semester or summer term during which he attempts the sixtieth semester hour, and if he repeats this course prior to the receipt of a baccalaureate degree, the original grade shall be disregarded and the grade or grades earned when the course is repeated shall be used in determining his grade point average. The original grade shall not be deleted from the student's record. A course in which a grade of "C" or better is received may not be repeated.

## PROBATION POLICY

At the end of each grading period each student's cumulative grade point average will be determined. The calculation is determined by dividing the number of earned quality points by the number of attempted hours.

Rule A. When a student's cumulative grade point average falls below 1.600 on a total of sixty (60) or fewer hours attempted, the student will be placed on academic probation.

Rule B. When a student's cumulative grade point average falls below 1.900 on a total of sixty-one (61) or more hours attempted, the student will be placed on academic probation.

In the computation of the cumulative grade point average, a grade of "I" will not be included as hours attempted. When the grade of "I" is replaced by a passing or failing grade, an appropriate entry will be made in the student's cumulative grade point average by the Office of the Registrar.

The student placed on probation for the fall semester of an academic year must achieve a 2.0 average on his combined fall and spring semester grades; the student must maintain a 2.0 average for the combined fall and spring semester each year thereafter until his cumulative average reaches 2.0. If the student's grade point average for the combined fall and spring semesters is less than 2.0, he will be suspended from the College for the following fall semester if this is the first time he has been placed on probation or for a minimum of one academic year if this is the second time he has been placed on probation. The student suspended under this regulation does not have the option of attending summer school. The student will be removed from probation when his cumulative grade point average reaches 2.0.

The student placed on probation for the spring semester of an academic year must achieve a 2.0 average for that semester or attend summer school and complete a minimum of 11 hours of subjects approved by his advisor and achieve a 2.0 average on the hours attempted during the summer session and the spring semester. The student must maintain a 2.0 average for the combined fall and spring semester each year thereafter until his cumulative average reaches 2.0. If the student's grade point average for the combined spring semester and both summer terms (if applicable) is less than 2.0, he will be suspended from the College for the following fall semester if this is the first time he has been placed on probation or for a minimum of one academic year if this is the second time he has been placed on probation. The student will be removed from probation when his cumulative grade point average reaches 2.0.

The student who has been suspended from the College for the first time may reapply for admission after one semester by completing an Application for Readmission. The student who has been suspended from the College for the second time may reapply for admission after one academic year if he is ten or less quality points deficient by completing an Application for Readmission and writing the chairman of the Admissions and Credits Committee. If the student is more than ten quality points deficient, he may reapply for admission after two academic years by completing an Application for Readmission and writing the Chairman of the Admissions and Credits Committee. The Admissions and Credits Committee will review his application and render a decision in writing.

to the applicant.

The student on probation who withdraws from the College after the first five (5) weeks of the semester will not be permitted to enroll in the college for the next regular semester. Any student who fails 50% or more of work attempted in any semester is subject to dismissal at the end of that semester. Any appeals to the above regulations may be made to the Admissions and Credits Committee.

## **ELIGIBILITY FOR DEAN'S LIST**

To be so honored, a student must carry at least 15 hours of work or be in the professional teaching block. He must maintain a 3.2 average for the semester.

## **SELECTING A MINOR OR SECOND TEACHING FIELD**

A student should be aware of the value and necessity of choosing a minor or a second teaching field early in his college career. Delaying this decision beyond the sophomore year may mean that the student will not be able to complete his degree program in four years.

## **ACADEMIC DISHONESTY**

Cheating in all its forms, including plagiarism, and cheating on visual work, is considered an academic matter to be controlled and acted upon by the individual faculty member. It is obvious that all instances of academic dishonesty cannot be prevented or penalized, but those which are detected will be dealt with severely.

Students guilty of academic dishonesty on examinations in any course shall receive, as a minimum penalty, a grade of "F" in that course. Such action shall be taken by the instructor, with written notification to the division chairman and the Academic Dean. Repeated offenses shall subject the student to suspension or dismissal from the College. Students involved in facilitating academic dishonesty among others, such as by the unauthorized dissemination of examination materials, will be subject to disciplinary action beyond that called for by their own cheating in a course.

PLAGIARISM is "the act of stealing and using, as one's own, the ideas, or the expression of the ideas of another." Whether that other is another student or a published author, plagiarism is cheating. Detailed instructions on avoiding plagiarism will be given to you in your required English courses, and comments also may be made by instructors in other courses for which you write papers. Plagiarism of words is the most serious offense. Direct quotations always must be indicated, for to present someone else's words as if you had thought them up is open dishonesty. Nor does the altering of a word here and there, any more than the defacing of a serial number on an engine, alter the theft. Plagiarism of ideas, for students who must depend upon the ideas of others while developing their own, is a more difficult offense to define. A good rule is never to borrow an idea which is important to your paper, particularly if you found it in print, without "paying for it" with an acknowledging footnote. Do not borrow notes from a book without indicating their sources, for this is to claim the reading of books you have never seen. Plagiarism will be penalized by instructors according to the degree of dishonesty they judge is involved.

## **WEEKLY BULLETIN**

The Academic Dean's Office publishes a weekly bulletin which is an official publication of the College. Changes of any provisions found in this catalog will be made through the Weekly Bulletin.

## ATTENDANCE POLICY

The attendance policy appears in the Student Handbook available to all students when entering Shepherd College. Students are expected to attend class; however, in the event of excused absence, it is the student's responsibility and privilege to make up that work at the discretion and convenience of the instructor.





## **SPECIAL STUDIES COURSES**

The College offers courses which fulfill short-term needs not justifying permanent listing in the Catalog or which respond to requests received on short notice.

Each division will have two courses, one lower level and one upper level, bearing the designation "Special Studies in (Business Administration)." The class schedule and the student transcripts will also carry the specific title of the course. Courses will be offered upon the agreement of respective division chairman and the academic dean.

Credit will be given from one to four hours and may be repeated as needed by the division. Topics for special studies will be created as needed by the division.

## **INDEPENDENT STUDY PROGRAM**

To encourage independent reading and a spirit of research, the faculty will admit, upon recommendation of academic advisors, properly qualified students as candidates for Independent Study.

College credit (determined at registration for course) of one to three semester hours will be allowed for independent programs on the recommendation of the study director with the approval of the division chairman. Credit gained in Independent Study may not be substituted for required course work.

To receive credit for Independent Study, the student must fulfill the following requirements:

1. Engage in reading and research as directed by his study director to supplement his knowledge from sources not supplied by the courses taken in his major field.
2. Submit to the division chairman with the approval of his study director not later than one week before the end of the semester the original and two carbon copies of an acceptable research paper embodying the findings of his study.
3. At the discretion of the Department or Division, pass an oral examination on the subject of the research paper before an examining committee consisting of a minimum of the study director, the division chairman, the academic dean, and another faculty member selected by the student, with the study director acting as chairman. (When the division chairman and the study director are the same person, another representative from the division will be named by the division chairman.)

To be admitted to candidacy, a student must satisfy the following conditions:

1. Have an overall average of 3.00 in not less than 80 semester hours attempted.
2. Have an average of 3.00 in his major field or teaching field.
3. Submit, through his advisor and study director to the chairman of the division concerned, a research proposal together with an abstract of the proposal.
4. Have application approved by the chairman of the division.

It is suggested that Independent Study may be particularly desirable to some students as a summer project.

## **REGENTS B.A. DEGREE**

Shepherd College is one of a number of West Virginia Colleges and Universities participating in the Regents B.A. degree program. This is a non-traditional degree designed with the adult population in mind. It utilizes credit from a variety of sources including that awarded in recognition of knowledge gained from practical life and work experience. The Regents B.A. is also a

much more flexible program than most; it enables the student to concentrate in one or two areas or to spread work over a wide variety of fields, depending on the individual's objectives. It is available only to those persons whose high school classes graduated at least four years ago.

## **PROGRAM OF GENERAL STUDIES ADOPTED BY THE SHEPHERD COLLEGE FACULTY FOR ALL BACHELORS DEGREES EXCEPT THE REGENTS B.A.**

BUSINESS ADMINISTRATION .....	3
12-205 Principles of Economics .....	3
CREATIVE ARTS .....	4
31-103 Introduction to Visual Arts .....	2
32-111 Music Appreciation .....	2
HEALTH, PHYSICAL EDUCATION, RECREATION AND SAFETY .....	2
41- Physical Education .....	2
LANGUAGES AND LITERATURE .....	15
60-101 and 60-102 Written English .....	6
69-202 Fundamentals of Speech .....	3
61-204 Survey of American Literature .....	3
61-210 or 61-211 Survey of English Literature .....	3
SCIENCE AND MATHEMATICS .....	11
Life Science or Physical Science .....	8
General Biological Science 81-101, 81-102 or	
Plants as Organisms 81-208 and	
Animals as Organisms 81-209 or	
General Physical Science 84-103, 84-104 or	
General Chemistry 82-207, 82-208, 82-209, 82-210 or	
Elementary Chemistry 82-103, 82-104 or	
General Physics 83-211, 83-212	
Mathematics .....	3
Introduction to Mathematics 85-215	
NOTE: Students substituting 85-104 College Algebra (3 hours) or 85-107 College Algebra (2 hours) or a satisfactory score on a competency test must in addition complete a minimum of 3 hours from the following list: 85-108 Elementary Analysis (2 hours); 85-202 Data Study (1 hour); 85-204 Introduction to Matrices (2 hours); 85-207 Calculus 1 (4 hours); 85-314 Statistical Analysis (3 hours) or 11-314 Business Statistics (3 hours).	
SOCIAL SCIENCES .....	12
71-101, 71-102, 71-103 History of Civilization	
(Choose two of the above three courses.) .....	6
72-100 Politics and Government or	
72-101 American Federal Government .....	3
73-203 General Sociology .....	3

The General Studies Program is designed to help the student to understand the cultural heritage of Western civilization and to provide him with that common knowledge and philosophy for effective living as a good citizen in a democratic society.

\*Foreign language is required for the non-teaching Bachelor of Arts degree. Requirement may be waived by the Modern Language Department for students presenting three (3) high school units of credit in one language, and

only six (6) semester hours in a language is required for students presenting two (2) high school units in one language. It is assumed that the college language courses will not duplicate high school courses. The language instructor will give placement tests to determine standing.

Two years of German and French or both are recommended for those students who anticipate going to graduate or professional school.

Electives must be submitted where course requirements are identical in a student's major and minor or teaching fields except that the total required hours including substitutions shall not exceed 128.

Students majoring in Business Administration, Economics or Social Welfare will substitute 85-104 College Algebra for 85-215 Introduction to Mathematics. In addition students majoring in Business Administration or Economics will also take 11-314 Business Statistics and students majoring in Social Welfare will also take 85-314 Statistics.

It is recommended that students take Survey of English Literature *before* Survey of American Literature.

## SEMESTER HOUR REQUIREMENTS FOR MAJOR AND MINOR AREAS OF SPECIALIZATION

	Major		Minor
	BA	BS	
Art .....			23
Biology .....	34		24
Business Administration .....	45		33
Chemistry .....	33		24
Data Processing .....			24
Economics .....	33		27
English .....	39		27
French .....			24
History .....	30		24
Home Economics .....	43		24
Hotel, Motel and Restaurant Management .....	69		
Journalism .....			21
Library Science .....			27
Mass Communication .....			24
Mathematics .....	33		23
Medical Technology .....	37		
Music .....			27
Park Administration .....	63		
Political Science .....	30		24
Psychology .....			24
Recreation .....	67		
Secretarial Administration .....			25
Social Welfare .....	66		
Sociology .....	36		24
Speech and Drama .....			24

## TEACHING FIELDS

### SEMESTER HOUR REQUIREMENTS FOR TEACHING FIELDS IN SECONDARY EDUCATION

Shepherd College offers programs of study which prepare students to teach in high schools, middle schools, elementary schools and in kindergartens and nursery schools. For the elementary curriculum see page

**Students aspiring to teach in high schools may choose one of two types of programs leading to a teaching specialization.**

(1) They may elect to specialize in one teaching field. The College offers the following comprehensive teaching fields:

Art K-12 .....	51 hrs.
Business Education 7-12 .....	52 hrs.
Music K-12 .....	59 hrs.
Home Economics 7-12 .....	55 hrs.
Social Studies 7-12 .....	51 hrs.

(2) They may elect to specialize in two teaching fields. For specific requirements students should contact the appropriate division as certain fields cannot be combined. The College offers the following non-comprehensive teaching fields:

Biology 7-12 .....	28 hrs.
Business Principles 7-12 .....	40 hrs.
Secretarial Studies 7-12 .....	37 hrs.
Art 7-12 .....	33 hrs.
Physical Education K-12 .....	41 hrs.
Physical Education 7-12 .....	38 hrs.
Safety Education 7-12 .....	17 hrs.
Health Education K-12 .....	24 hrs.
Social Studies 7-9 .....	30 hrs.
Chemistry 7-12 .....	24 hrs.
English 7-12 .....	42 hrs.
School Library Media K-12 .....	24 hrs.
General Science 7-12 .....	28 hrs.
Mathematics 7-12 .....	33 hrs.
Mathematics 7-9 .....	19 hrs.
Language Arts 7-9 .....	30 hrs.

## **ELEMENTARY EDUCATION PROGRAM**

- A. Elementary Education for grades 1-6
- B. Early Childhood Education for grades N-K and 1-6
- C. Middle School Education for grades 4-8 and 1-6

Art

General Science

Home Economics

Language Arts

Mathematics

Physical Education

Social Studies

## **TWO-YEAR DEGREE PROGRAMS— ASSOCIATE DEGREE AWARDED**

Accounting

Aviation Management

Bank Management

Business Administration

Commercial Art

Computer Science

Electronics Technology\*

Fashion Merchandising

Fire Service & Safety Technology

General Studies

Health Care Management

Hotel, Motel and Restaurant Management

Marketing Management

Nursing



Photography\*  
Secretarial Science

### **ONE-YEAR PROGRAMS—CERTIFICATE AWARDED**

Aviation Operations  
Bank Operations  
Clerk-Typist  
Fashion Merchandising  
Fire Service & Safety Technology  
Hostess & Hospitality Planner  
Insurance Salesmanship  
Real Estate Salesmanship  
Retail Salesmanship  
Stenographic Technician

### **PRE-PROFESSIONAL PROGRAMS**

Pre-Agriculture  
Pre-Engineering  
Pre-Dental  
Pre-Law  
Pre-Medical  
Pre-Pharmacy  
Pre-Physical Therapy  
Pre-Theological  
Pre-Veterinary

\*These programs are offered in conjunction with the James Rumsey Center in Martinsburg, W. Va.



*Dr. Sturges' Ecology students have obviously found a rare . . . .*

## GENERAL REQUIREMENTS FOR GRADUATION

**Degrees Conferred:** The Bachelor of Science degree is conferred upon graduates majoring in biology; business administration; chemistry; economics; home economics; hotel, motel and restaurant management; mathematics; medical technology; park administration; political science; recreation; sociology; and social welfare education. The Bachelor of Arts degree is conferred upon majors in English and history. Bachelor of Arts degrees are Bachelor of Arts, Bachelor of Arts in Elementary Education and Bachelor of Arts in Secondary Education. Both major and minor fields, with a "C" average, are required for non-teaching degrees. Requirements for two year Associate degrees and certificate programs are listed under the sponsoring division offerings.

**Semester hours required:** For graduation, a minimum of 128 semester hours with 256 quality points is necessary. Of the 128 hours of credit, a minimum of 45 must be earned in courses above the sophomore level. This requirement is waived for majors in elementary education entering in September 1965 and thereafter.

**Electives:** Elective courses in the major, minor or teaching field must be approved by the advisor.

**Residence:** At least 32 semester hours of resident study at this college is required before graduation. A majority of these hours must be done in residence during the year of graduation. Students who are candidates for the non-teaching degree must have a minimum of twelve hours of residence work in their majors. Candidates for the teaching degrees must have a minimum of eight hours of residence credit in their first teaching field and a minimum of six hours credit in their second field prior to admission to the professional block.

The final six hours of work must be completed at this institution unless the candidate is excused by the Committee on Admissions and Credits. A \$12.00 *Graduation Fee and Application for Graduation is required and due according to the dates established in the current calendar.* The application is available in the Office of the Registrar and an appointment is made with the Registrar or Assistant Registrar at that time to check the candidate's eligibility for graduation. Seniors on campus are asked to make Application for Graduation at the beginning of the first semester of their senior year in order to make a careful check of their eligibility.

**Work completed at another institution:** All work taken at another institution which is to be applied to a degree or teaching certificate at Shepherd must be approved in advance.

Additional requirements:

1. All candidates for a degree must be of good moral character and must have maintained a good citizenship record.

2. Candidates for graduation are required to attend the commencement exercises for the conferring of degrees unless excused by the President.

Formal graduation exercises are held once a year at the close of the second semester.

3. All obligations to the college must be paid before commencement.

4. Circumstances may exist where the major professor may have reason to believe that a student should take additional courses in order to be recommended for graduation. This requirement must be met by the student in the event that the majority of the members of the Division and the Academic Dean so decide. This decision must be made prior to the beginning of the student's final semester.

5. Candidates in Teacher Education must have NTE scores on record for both the commons and the teaching area. Nonteaching graduates must have a

GRE score on record. NOTE: Candidates have the opportunity to register with the College Placement Bureau and file a suitable photograph without charge for the service.

**It is the student's responsibility to check on all requirements and to make inquiry if there is any doubt of his meeting any of them.** A frequent check on requirements as listed in the college catalog, and frequent conferences with an advisor are desirable to make sure that the student is making regular progress. It is well to get required courses completed as soon as possible to prevent conflicts of prescribed subjects during the senior year. A student will have a seven year period to complete requirements under the catalog in effect at the time of entrance. A student may elect to graduate under a later catalog than the one under which he entered; however, he is not permitted to split catalogs.

**Quality-Point Requirement:** For graduation and/or certification the applicant shall have a quality-point ratio of 2.00 (average of C) on all work attempted with the exception of courses with grade of W and WP. This policy took effect at the beginning of the 1956 summer session. Work taken prior to June 1956 will be computed in accordance with the regulations in force at the time the work was taken. (See Division of Education for new quality-point requirements in teacher education.)

**Graduation with Honors:** Candidates for degrees who maintain high averages of scholarship are graduated with honors. Honors are determined by the cumulative quality-point average of the student's work at graduation: Highest Honors, "Summa Cum Laude," 3.74 and above; High Honors, "Magna Cum Laude," 3.50 to 3.74; Honors, "Cum Laude," 3.00 to 3.49.

**McMurren Scholar:** In 1961 the faculty created the award of McMurren Scholar, which is the highest honor awarded at Shepherd College.

To be eligible for the Joseph McMurren Scholar nomination, students must have amassed a minimum of 80 semester hours, have a 3.5 quality point average, have completed at least one year of residence work (24 semester hours) at Shepherd College, have been nominated by their major department and have been elected by the unanimous, save one, vote of their instructors.

The elected Scholars are appropriately recognized at a college convocation and at the Commencement exercises. Joseph McMurren Scholars elected during the 1976-77 Academic Year are:

Sandra C. Ambrose  
Ellis H. Artis  
Terri C. Barron  
Melinda K. Barrons  
Harold Brandenburg  
Judith D. Cross  
Julie D. Cummings  
Valinda A. Dozier  
Sharon J. Engelking  
Mark W. Goller  
Robin L. Grenke  
Daniel L. Herr  
Teresa J. Hott  
Vickie L. Huntzberry  
Berniece D. Jackson

Marvin S. Johnson  
Lois E. Kuhn  
Evelyn M. Landis  
Mickey L. Lynn  
Willard M. Martin  
Gary L. Recher  
Vickie H. Rickel  
Thornton C. Schultz  
Dorothy Stockslager  
Rebecca L. Upton  
Clayton L. Walker  
Lorraine Wildberger  
Mary E. Williams  
Stephen Wolfensberger

## SPECIAL EXAMINATION FOR COURSE CREDIT

Application must be made to the Registrar for permission to take a special examination. To qualify for permission to take such an examination, an applicant must be enrolled at Shepherd College and be recommended by the chairman of the division and the instructor concerned. Examinations will not

be given for courses in which the student has obtained a low grade previously.

Applicants must pay a fee of \$3.00 for each special examination. A receipt for the payment of the fee must be obtained from the Business Office. No money will be refunded if any examination is failed. Upon successful completion, the student will receive the hours credit for the course with no letter grade designated. This will not affect the quality point average of the student.

### CONTINUING EDUCATION UNIT (CEU)

The CEU is a relatively new measurement which gives recognition on a national basis to persons continuing their education and keeping up-to-date in their chosen careers. One CEU is defined as "ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction." The Registrar's Office keeps records of CEU activity and will furnish a CEU transcript, upon request, of units earned at Shepherd College.

## ASSOCIATE OF ARTS DEGREE IN GENERAL STUDIES

First Year		Second Semester	
First Semester			
60-101 Written English .....	3	60-102 Written English .....	3
31-103 Intro Vis Arts .....	2	32-111 Music Apprec .....	2
81-101, 81-208,		81-102, 81-209,	
84-103, 82-107,		84-104, 82-108,	
82-103 or 83-211 Science .....	4	82-104 or 83-212 Science .....	4
71-101 Hist of Civil .....	3	71-102 Hist of Civil .....	3
41- Orient PE .....	1	41- Orient PE .....	1
Electives .....	3	Electives .....	3
	16		16

Second Year		Second Semester	
First Semester			
61-210 or 211 Sur Engl Lit .....	3	61-204 Sur Am Lit .....	3
85-215 Intro to Math .....	3	69-202 Fund of Speech .....	3
72-101 Am Fed Govt .....	3	73-203 Gen Soc .....	3
Electives .....	7	12-205 Prin Econ .....	3
	16	Electives .....	4
			16

## PRE-PROFESSIONAL STUDIES

The following programs have been coordinated with the Registrar and Dean of West Virginia University: pre-pharmacy, pre-dental, pre-medical, pre-veterinary, pre-medical technicians and courses basic to engineering and to agriculture.

Shepherd College offers pre-professional and vocational preparation and each year graduates of the college enter the leading universities and professional schools of the country.



PRE-PHARMACY

First Semester		First Year	Second Semester	
Written English 60-101 .....	3 hrs.		Written English 60-102 .....	3 hrs.
General Biology 81-101 or			General Biology 81-102 or	
Plants as Organisms 81-208 .....	4 hrs.		Animals as Organisms 81-209 .....	4 hrs.
General Chemistry 82-207			General Chemistry 82-209	
and 82-208 .....	4 hrs.		and 82-210 .....	4 hrs.
College Algebra 85-107 .....	2 hrs.		Calculus with Applications 85-205 ..	4 hrs.
Trigonometry 85-106 .....	2 hrs.		Orientation in Physical Education	
Orientation in Physical Education			41- .....	1 hr.
41- .....	1 hr.			
Total .....	16 hrs.		Total .....	16 hrs.

First Semester		Second Year	Second Semester	
Organic Chemistry 82-315 .....	4 hrs.		Organic Chemistry 82-316 .....	4 hrs.
General Physics 83-211 .....	4 hrs.		General Physics 83-212 .....	4 hrs.
Principles of Economics 12-205 .....	3 hrs.		General Psychology 22-104 .....	3 hrs.
English Literature 61-210 or 211 .....	3 hrs.		Liberal Arts elective .....	3 hrs.
General Psychology 22-103 .....	3 hrs.		Economic Problems 12-206 .....	3 hrs.
Total .....	17 hrs.		Total .....	17 hrs.



**PRE-DENTAL**

<b>First Year</b>		<b>Second Semester</b>	
<b>First Semester</b>			
Written English 60-101 .....	3 hrs.	Written English 60-102 .....	3 hrs.
Plants as Organisms 81-208 .....	4 hrs.	Animals as Organisms 81-209 .....	4 hrs.
General Chemistry 82-207 .....		General Chemistry 82-209 .....	
and 82-208 .....	4 hrs.	and 82-210 .....	4 hrs.
College Algebra 85-107 .....	2 hrs.	Calculus with Applications 85-205 ..	4 hrs.
Trigonometry 85-106 .....	2 hrs.	Orientation in Physical .....	
Orientation in Physical .....		Education 41- .....	1 hr.
Education 41- .....	1 hr.		
<b>Total</b> .....	<b>16 hrs.</b>	<b>Total</b> .....	<b>16 hrs.</b>

<b>Second Year</b>		<b>Second Semester</b>	
<b>First Semester</b>			
Non-science elective .....	2 or 3 hrs.	Non-science elective .....	2 or 3 hrs.
General Physics 83-211 .....	4 hrs.	General Physics 83-212 .....	4 hrs.
Cell Biology 81-305 .....	4 hrs.	Genetics 81-344 .....	4 hrs.
Organic Chemistry 82-315 .....	4 hrs.	Organic Chemistry 82-316 .....	4 hrs.
General Psychology 22-103 .....	3 hrs.	General Psychology 22-104 .....	3 hrs.
<b>Total</b> .....	<b>17 or 18 hrs.</b>	<b>Total</b> .....	<b>17 or 18 hrs.</b>

For the third and fourth year curriculum see advisor.

NOTE: The minimum requirement for admission to a school of dentistry is three years pre-dental preparation.

Third and fourth year work will be planned to suit the needs of the individual student. This will be based upon the requirements of the particular dental school which the student plans to enter. The student's advisor will help plan the program.

Students who transfer to dental school at the end of the third year at Shepherd may transfer their first year work at such school back to Shepherd in order to qualify for the B.S. degree. In such cases students must satisfy the Shepherd general education requirements.

**PRE-MEDICAL**

<b>First Year</b>		<b>Second Semester</b>	
<b>First Semester</b>			
Written English 60-101 .....	3 hrs.	Written English 60-102 .....	3 hrs.
Plants as Organisms 81-208 .....	4 hrs.	Animals as Organisms 81-209 .....	4 hrs.
General Chemistry 82-207 .....	4 hrs.	General Chemistry 82-209 .....	
and 82-208 .....	4 hrs.	and 82-210 .....	4 hrs.
College Algebra 85-107 .....	2 hrs.	Calculus with Applications 85-205 ..	4 hrs.
Trigonometry 85-106 .....	2 hrs.	Orientation in Physical .....	
Orientation in Physical .....		Education 41- .....	1 hr.
Education 41- .....	1 hr.		
<b>Total</b> .....	<b>16 hrs.</b>	<b>Total</b> .....	<b>16 hrs.</b>

<b>Second Year</b>		<b>Second Semester</b>	
<b>First Semester</b>			
Non-science elective .....	2 or 3 hrs.	Non-science elective .....	2 or 3 hrs.
General Physics 83-211 .....	4 hrs.	General Physics 83-212 .....	4 hrs.
Cell Biology 81-305 .....	4 hrs.	Genetics 81-344 .....	4 hrs.
Organic Chemistry 82-315 .....	4 hrs.	Organic Chemistry 82-316 .....	4 hrs.
General Psychology 22-103 .....	3 hrs.	General Psychology 22-104 .....	3 hrs.
<b>Total</b> .....	<b>17 or 18 hrs.</b>	<b>Total</b> .....	<b>17 or 18 hrs.</b>

For the third and fourth year curriculum see advisor.

NOTE: The minimum requirements for admission to a school of medicine is three years of pre-medical preparation.

Third and fourth year work will be planned to suit the needs of the individual student. This will be based upon the requirements of the particular medical school which the student plans to enter. Medical schools expect the student to have completed at least three years of preprofessional training; many require four years of work with a degree. Shepherd is prepared to meet these requirements.

Students who transfer to medical school at the end of the third year at Shepherd may transfer their first year of work at such school back to Shepherd in order to qualify for the B.S. degree. In such cases students must satisfy the Shepherd general education requirements.

## PRE-VETERINARY

First Semester		First Year	Second Semester	
Written English 60-101 .....	3 hrs.		Written English 60-102 .....	3 hrs.
College Algebra 85-107 .....	2 hrs.		Calculus with Applications 85-205 ..	4 hrs.
Trigonometry 85-106 .....	2 hrs.		Animals as Organisms 81-209 .....	4 hrs.
Plants as Organisms 81-208 .....	4 hrs.		General Chemistry 82-209	
General Chemistry 82-207			and 82-210 .....	4 hrs.
and 82-208 .....	4 hrs.		Orientation in Physical	
Orientation in Physical			Education 41- .....	1 hr.
Education 41- .....	1 hrs.			
Total .....	16 hrs.		Total .....	16 hrs.

First Semester		Second Year	Second Semester	
General Physics 83-211 .....	4 hrs.		General Physics 83-212 .....	4 hrs.
Cell Biology 31-305 .....	4 hrs.		Genetics 81-344 .....	4 hrs.
Bacteriology 81-302 .....	4 hrs.		Fundamentals of Speech 69-202 ....	3 hrs.
Electives .....	3 or 5 hrs.		Electives .....	3 or 5 hrs.
Total .....	15-17 hrs.		Total .....	14-16 hrs.

For the third and fourth year's curriculum see advisor.

## COURSES BASIC TO ENGINEERING

First Semester		One-Year Program	Second Semester	
Written English 60-101 .....	3 hrs.		Written English 60-102 .....	3 hrs.
College Algebra 85-107 .....	2 hrs.		General Chemistry 82-209	
Trigonometry 85-106 .....	2 hrs.		and 82-210 .....	4 hrs.
Elementary Analysis 85-108 .....	2 hrs.		Calculus with Analytic Geometry	
General Chemistry 82-207			85-207 .....	4 hrs.
and 82-208 .....	4 hrs.		History 71-102 .....	3 hrs.
History 71-101 .....	3 hrs.		Elective .....	3 hrs.
Total .....	16 hrs.		Total .....	17 hrs.

## COURSES BASIC TO AGRICULTURE

First Semester		First Year	Second Semester	
Written English 60-101 .....	3 hrs.		Written English 60-102 .....	3 hrs.
General Biology 81-101 or			General Biology 81-102 or	
Plants as Organisms 81-208 .....	4 hrs.		Animals as Organisms 81-209 .....	4 hrs.
General Chemistry 82-207			General Chemistry 82-209	
and 82-208 .....	4 hrs.		and 82-210 .....	4 hrs.
College Algebra 85-107 .....	2 hrs.		Calculus with Applications 85-205 ..	4 hrs.
Orientation in Physical			Orientation in Physical	
Education 41- .....	1 hr.		Education 41- .....	1 hr.
Total .....	14 hrs.		Total .....	16 hrs.

The second year curriculum should be planned after careful consultation with the student's academic advisor.

\*Students planning to enter areas other than agricultural science should transfer to West Virginia University at the end of the first year. Students who plan to study agronomy should not take Biology 81-324, 81-325.

## SUGGESTED PRE-PHYSICAL THERAPY CURRICULUM

Although Shepherd College does not have a certificate or Bachelors degree granting program in Physical Therapy, the college does offer all of the pre-professional courses required for admission to many such programs available at other colleges and universities including that of West Virginia University. These pre-professional courses may be completed in two full years at Shepherd College and include eight hours each of Biology, Chemistry and Physics, 12 hours of Psychology plus courses in the social sciences and humanities. College algebra and trigonometry are strongly recommended. A suggested first year program follows.

### Freshman Year

#### First Semester

Written English 60-101 .....	3 hrs.
Elementary Chemistry 82-103 .....	4 hrs.
General Psychology 22-103 .....	3 hrs.
Plants as Organisms 81-208 .....	4 hrs.
Elective .....	3 hrs.
<b>Total .....</b>	<b>17 hrs.</b>

#### Second Semester

Written English 60-102 .....	3 hrs.
Elementary Chemistry 82-104 .....	4 hrs.
General Psychology 22-104 .....	3 hrs.
Animals as Organisms 81-209 .....	4 hrs.
Fundamentals of Speech 69-202 ....	3 hrs.
<b>Total .....</b>	<b>17 hrs.</b>



The Shepherd Rams Football team compiled a 9-2 record during the 1976 season.



PRE-THEOLOGICAL STUDIES

The American Association of Theological Schools proposes no one course of study as "best" for students who plan to enter seminary, but emphasizes that those students should be able, upon graduation from college, to demonstrate the ability to use certain tools of the educated man. Recommendations generally indicated by seminaries include such minimal statements as these: English, 12-16 semester hours; history 8-12 semester hours; foreign language, 12-16 semester hours; religion, 8-12 semester hours; natural sciences, 12-16 semester hours; social studies, 12-16 semester hours; philosophy, 8-12 semester hours; psychology, 4-6 semester hours.

Of the possible areas of concentration offered at Shepherd College, students who plan to enter seminary would be well advised to consider either English or history for their major.

The following schedule represents a recommended program for the first two years.

First Year			
First Semester		Second Semester	
Written English 60-101 .....	3	Written English 60-102 .....	3
History of Civilization 71-101 .....	3	History of Civilization 71-102 .....	3
Orientation in Physical Education .....	1	Orientation in Physical Education .....	1
General Physical Science 84-103 .....	4	General Physical Science 84-104 .....	4
Music 32-111 .....	2	Introduction to Philosophy 76-101 .....	3
Old Testament 68-308 .....	2	New Testament 68-309 .....	2
<hr/>		<hr/>	
15		16	

Second Year			
First Semester		Second Semester	
Fundamentals of Speech 69-202 .....	3	Ethics 76-315 .....	3
General Sociology 73-203 .....	3	Introduction to Visual Arts 31-103 .....	2
General Psychology 22-103 .....	3	Social Problems 73-205 .....	3
History of Philosophy 75-305 .....	3	General Psychology 22-104 .....	3
Foreign Language .....	3	20th Century Philosophy 76-306 .....	2
<hr/>		Foreign Language .....	3
15		<hr/>	
		16	

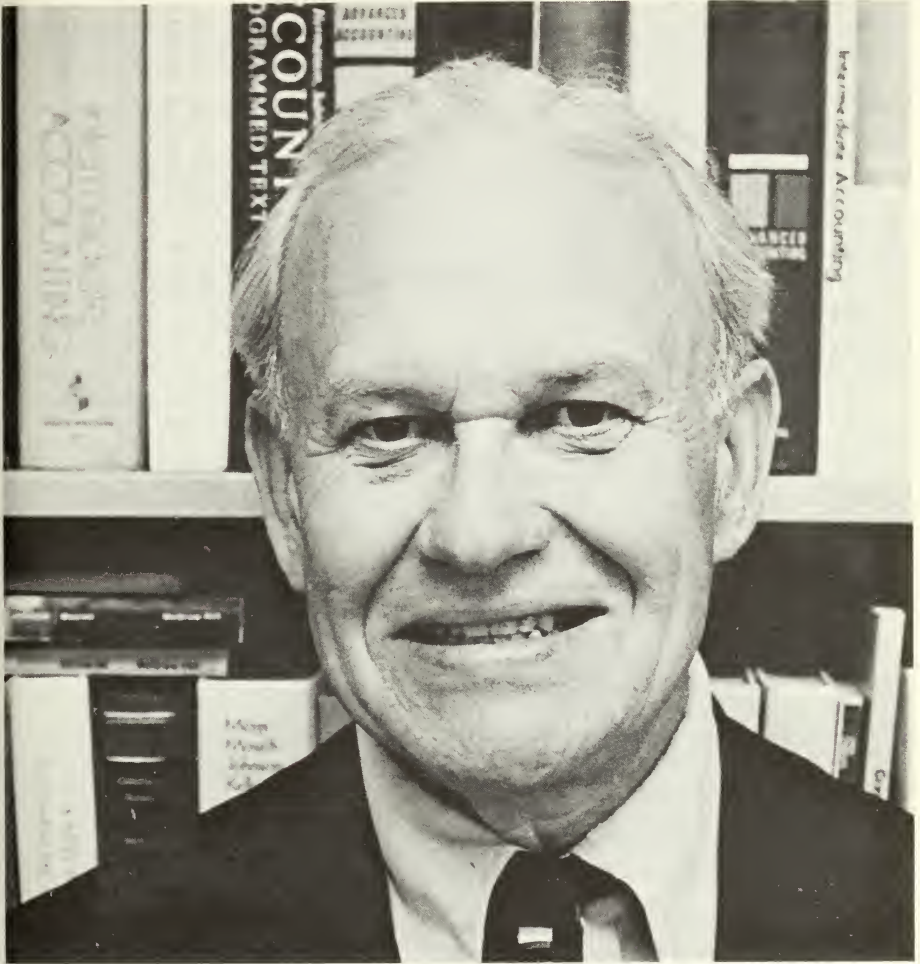
The student and his advisor will determine, in conjunction with the major chosen, the schedule of courses for the third and fourth years.

PRE-LAW

Law schools generally require possession of a baccalaureate degree by an applicant for admission. Although law schools do not specify any specific undergraduate major as being more appropriate than another for consideration for admission to their programs, applicants usually possess bachelor degrees in political science, history, economics, or accounting. Most recent Shepherd College graduates who have entered law schools have majored in political science. The specific criteria for admission are three-fold: (1) the applicant's overall grade-point average; (2) his score on the Law School Admission Test (LSAT); and (3) the nature of recommendations in his behalf from major professors and from those who are familiar with his character.

The student who is interested in entering law school should plan an academic program that develops his breadth of vocabulary and reading comprehension, written expression and techniques, discernment for subtleties of language and thought, analytical ability, and knowledge of governmental procedures and forms. Consultation and advisement for aspirants are available from the Chairman of the Division of the Social Sciences. Information about the Law School Admission Test is obtainable in the same office.

## DIVISION OF BUSINESS ADMINISTRATION



*Professor Charles F. Printz, Division Chairman*

The Division of Business Administration prepares college students to enter the business world, to teach in high schools and to enter graduate school. This division concentrates on the fundamental disciplines underlying the practices of business. The program is designed to provide education in the latest business techniques in a rapidly changing field. The best education for the business leader of tomorrow is one that increases his capacity to learn during the remainder of his life. The program is concerned with the principles of management common to all enterprises, and the student is expected to develop an insight into basic tenets and analytical skills that will equip him to meet the needs and problems of diverse types of business. As part of his program the student may elect to concentrate on one of the major functional aspects of business: accounting, data processing, marketing, or hotel-motel and restaurant management.

DIVISION OF BUSINESS ADMINISTRATION

- Barbara E. Beard**, Associate Professor of Business Administration. B.A., Shepherd College, 1968; M.Ed., Shippensburg State College, 1969; Ph.D., Maryland University, 1976. (1976)
- Bob S. Brown**, Assistant Professor of Business Administration. B.S., 1966, M.B.A., 1968 West Virginia University. Doctoral candidate, The American University. (1968)
- Mary J. Chapin**, Instructor of Accounting. B.B.A., 1974, M.B.A., 1977 Ohio University. Certified Public Accountant. (1977)
- Herbert E. Clark**, Assistant Professor of Business Administration. B.S., University of Maryland, 1949; M.S., West Virginia University, 1969. (1970)
- Terrence M. Clauretie**, Assistant Professor of Economics. B.A., Stonehill College, 1965; M.A., 1970; Ph.D., 1971, Washington State University. (1972)
- Margaret H. Colston**, Adjunct Professor of Business Education. B.S., Capital University, 1945; M.A., Teachers College, Columbia University, 1951. (1969)
- E. William Johnson**, Assistant Professor of Economics. B.A., University of Notre Dame, 1966; Ph.D., University of Virginia, 1974. (1971)
- Carl V. Moore, Jr.**, Instructor of Business Administration and Coordinator of the Computer Center. B.S., Shippensburg State College, 1965; M.Ed., Towson State College, 1972. (1974)
- Edward S. Phillips**, Associate Professor of Economics. B.A., 1961; Ph.D., University of Colorado, 1970. (1974)
- Charles Francis Printz**, Professor of Business Administration, and Chairman, Division of Business Administration. B.A., Shepherd College, 1940; M.A., West Virginia University, 1942; Graduate study, University of Sydney, Sydney, Australia. Certified Public Accountant. (1947)
- G. Norris Rath**, Assistant Professor of Business Administration, and Registrar and Director of Institutional Research. B.S., Shepherd College, 1961; M.S., West Virginia University, 1963. (1963)
- James A. Romano**, Instructor of Business Administration. B.S., 1970; M.S., 1972, West Virginia University. (1972)
- Larry E. Sweeney**, Assistant Professor of Finance. B.S., Marietta College, 1958; M.B.A., West Virginia University, 1973; Doctoral candidate, West Virginia University. (1977)
- Keith S. Turner**, Associate Professor of Business Administration and Associate Dean of Community Services. B.B.A., University of Miami, 1959; M.A. University of Southern California, 1968; Ph.D., Florida State University, 1973. (1974)
- Karl L. Wolf**, Assistant Professor of Business Administration and Director of Admissions. B.S., Shepherd College, 1970; M.B.A., George Washington University, 1973. (1970)

BUSINESS ADMINISTRATION

This curriculum is designed for the student who desires a broad background in business fundamentals. Preparation for positions in executive and managerial areas is emphasized.

ALL BUSINESS STUDENTS must take college algebra 85-104 as a substitution for 85-215 in the general studies requirements.

CURRICULUM FOR A MAJOR IN BUSINESS ADMINISTRATION

Required courses, 45 hours:

Introduction to Business 11-150 .....	3
Introductory Accounting 11-201 and 11-202 .....	6
Economic Problems 12-206 .....	3
Management of the Enterprise 11-251 .....	3
Business Law 11-312 .....	3

Business Statistics 11-314 .....	3
Intermediate Accounting 11-329 and 11-330 .....	6
Marketing 11-340 .....	3
Written Communications in Business 11-345 .....	3
Human Relations in Industry 11-390 .....	3
Corporation Finance 11-400 .....	3
Personnel Management 11-409 .....	3
Business Electives (selected with the consent of the advisor) .....	3

All business majors must have minor approved by the chairman of the Division of Business Administration.

### **CURRICULUM FOR A MAJOR IN BUSINESS ADMINISTRATION WITH A CONCENTRATION IN ACCOUNTING**

In recent years due to taxation, government regulation, and the necessity for a firm to have adequate cost information there has been a tremendous increase in the demand for accountants. Courses are offered to prepare students for careers in this area.

Required courses, 45 hours:

Introduction to Business 11-150 .....	3
Introductory Accounting 11-201 and 11-202 .....	6
Management of the Enterprise 11-251 .....	3
Business Statistics 11-314 .....	3
Business Law 11-312 .....	3
Intermediate Accounting 11-329 and 11-330 .....	6
Advanced Accounting 11-331 .....	3
Written Communications in Business 11-345 .....	3
Corporation Finance 11-400 .....	3
Cost Accounting 11-401 .....	3
Auditing 11-402 .....	3
Income Tax 11-404 .....	3
Business Electives (selected with consent of the advisor) .....	3

### **CURRICULUM FOR A MAJOR IN BUSINESS ADMINISTRATION WITH A CONCENTRATION IN DATA PROCESSING**

This concentration prepares the student for a career in Automatic Data Processing (ADP) which now occupies prominence in many fields of endeavor, especially business enterprises.

Required courses, 45 hours:

Introduction to Business 11-150 .....	3
Introductory Accounting 11-201 and 11-202 .....	6
Introduction to Data Processing 11-214 .....	3
Computer Language Concepts 11-235 .....	3
Computers and Programming 11-236 .....	3
Management of the Enterprise 11-251 .....	3
Business Law 11-312 .....	3
Business Statistics 11-314 .....	3
Intermediate Accounting 11-329 and 11-330 .....	6
Written Communications in Business 11-345 .....	3
Introduction to ADP Systems 11-346 .....	3
ADP Applications 11-385 .....	3
Accounting Systems 11-411 .....	3

### **CURRICULUM FOR A COMPREHENSIVE MAJOR IN HOTEL-MOTEL AND RESTAURANT MANAGEMENT**

There has been an increasing demand for college trained students in this area. Students selecting this concentration need not elect a minor.

Required courses, 69 hours:

Introduction to Business 11-150 .....	3
Introductory Accounting 11-201 and 11-202 .....	6
Economic Problems 12-206 .....	3
Survey of Food Services 26-207 .....	3



Introduction to Data Processing 11-214 .....	3
Management of the Enterprise 11-251 .....	3
Lodging Management 26-303 .....	3
Food Production Systems 26-309 .....	3
Business Law 11-312 .....	3
Business Statistics 11-314 .....	3
Nutrition 25-318 .....	3
Intermediate Accounting 11-329 .....	3
Written Communications in Business 11-345 .....	3
Marketing 11-340 .....	3
Personnel Management 11-409 .....	3
Accounting Systems 11-411 .....	3
Service Industry Externship 26-490 .....	3
Service Industry Externship 26-491 .....	3
Service Industry Externship 26-492 .....	3
Business Electives (selected with the consent of the advisor) .....	9

In addition to the comprehensive major listed above a student must take the courses listed in the catalog under "General Studies" except that Elementary Chemistry 82-103 and 82-104 will be substituted for the science requirement.

**CURRICULUM FOR A MAJOR IN BUSINESS ADMINISTRATION  
WITH A CONCENTRATION IN MARKETING**

Increasing emphasis on the problems of marketing the national output of goods and services has created many new opportunities for employment in this area.

Required courses, 45 hours:

Introduction to Business 11-150 .....	3
Economic problems 12-206 .....	3
Management of the Enterprise 11-251 .....	3
Introductory Accounting 11-201 and 202 .....	6
Business Law 11-312 .....	3
Business Statistics 11-314 .....	3
Intermediate Accounting 11-329 and 330 .....	6
Marketing 11-340 .....	3
Marketing Decision Making 11-341 .....	3
Salesmanship 11-360 .....	3
Retailing 11-350 .....	3
Advertising 11-370 .....	3
Sales Management 11-412 .....	3

**CURRICULUM FOR A MINOR IN BUSINESS ADMINISTRATION**

Required courses, 33 hours:

Introduction to Business 11-150 .....	3
Introductory Accounting 11-201 and 202 .....	6
Economic Problems 12-206 .....	3
Management of the Enterprise 11-251 .....	3
Business Law 11-312 .....	3
Intermediate Accounting 11-329 and 330 .....	6
Marketing 11-340 .....	3
Corporation Finance 11-400 .....	3
Personnel Management 11-409 .....	3

**CURRICULUM FOR A MINOR IN DATA PROCESSING**

Required courses, 24 hours:

Introduction to Data Processing 11-214 .....	3
Computer Language Concepts 11-235 .....	3
Computers and Programming 11-236 .....	3
Introduction to ADP Systems 11-346 .....	3
ADP Applications 11-385 .....	3
Accounting Systems 11-411 .....	3

Computer Center Work Experience 11-417 .....	3
Business Electives (selected with the consent of the advisor) .....	3

## ECONOMICS

Purpose: To develop an understanding of the manifold and complex problems of our economic system and of the other systems of the world.

### CURRICULUM FOR A MAJOR IN ECONOMICS

Total hours required for a major, 33

Required courses, 21 hours:

Economic Problems 12-206 .....	3
Introductory Accounting 11-201 and 202 .....	6
Theory of Price and Resources 12-301 .....	3
Theory of Income and Employment 12-302 .....	3
Money and Banking 12-305 .....	3
Business Statistics 11-314 .....	3

Electives from the following courses, 12 hours:

Government and Business 11-300 .....	3
Quantitative Methods 11-413 .....	3
Development of Economic Thought 12-304 .....	3
Public Finance 12-310 .....	3
Comparative Economic Systems 12-315 .....	3
Business Cycles and Forecasting 12-319 .....	3
Labor Economics 12-321 .....	3
International Economics 12-325 .....	3
Economic Development 12-410 .....	3

### CURRICULUM FOR A MINOR IN ECONOMICS

Total hours required for a minor, 27

Economic Problems 12-206 .....	3
Introductory Accounting 11-201 .....	3
Introductory Accounting 11-202 .....	3
Money and Banking 12-305 .....	3
Business Cycles 12-319 .....	3
Labor Economics 12-321 .....	3
Development of Economic Thought 12-304 .....	3
Public Finance 12-310 .....	3
Comparative Economic Systems 12-315 .....	3

All economics majors must have minor approved by the chairman of the Division of Business Administration.

## BUSINESS EDUCATION

### TEACHING FIELDS

These curricula are designed to provide the opportunity for prospective business education teachers to develop and refine their basic skills, to acquire the knowledge necessary for effective teaching, and to develop a healthy attitude toward, and an understanding of, the role of business education in the secondary school program.

### CURRICULUM FOR COMPREHENSIVE TEACHING FIELD 7 THROUGH 12

Total hours required, 52

Introduction to Business 11-150 .....	3
Introductory Accounting 11-201 and 11-202 .....	6
Management of the Enterprise 11-251 .....	3
Business Law 11-312 .....	3
Business Statistics 11-314 .....	3
Intermediate Accounting 11-329 .....	3
Mathematics of Finance 85-111 .....	3
Typewriting II 13-104 .....	2

Typewriting III 13-105 .....	3
Shorthand II 13-202 .....	4
Shorthand III 13-203 .....	3
Office Procedures 13-324 .....	3
Office Machines 13-325 .....	3
Business Writing 13-327 .....	3
Directed Office Experience 13-403 .....	2
Business Administration electives (selected with consent of advisor) .....	5

**CURRICULUM FOR SECRETARIAL STUDIES TEACHING FIELD  
7 THROUGH 12**

Total Hours Required, 37	
Introduction to Business 11-150 .....	3
Introductory Accounting 11-201 and 11-202 .....	6
Business Law 11-312 .....	3
Typewriting III 13-105 .....	3
Shorthand II 13-202 and Shorthand III 13-203 .....	7
Office Procedures 13-324 .....	3
Office Machines 13-325 .....	3
Directed Office Experience 13-403 .....	2
Mathematics of Finance 85-111 .....	3
Business Electives (selected with the consent of the advisor) .....	3

**CURRICULUM FOR BUSINESS PRINCIPLES TEACHING FIELD  
7 THROUGH 12**

Total Hours Required, 40	
Introduction to Business 11-150 .....	3
Introductory Accounting 11-201 and 11-202 .....	6
Intermediate Accounting 11-329 and 11-330 .....	6
Introduction to Data Processing 11-214 .....	3
Business Law 11-312 .....	3
Business Statistics 11-314 .....	3
Typewriting II 13-104 .....	2
Office Procedures 13-324 .....	3
Office Machines 13-325 .....	3
Directed Office Experience 13-403 .....	2
Mathematics of Finance 85-111 .....	3
Business Electives (selected with the consent of the advisor) .....	3



*Secretarial students use a learning resource center in their study of shorthand.*

**CURRICULUM FOR A MINOR IN SECRETARIAL ADMINISTRATION**

Total hours required, 27

Typewriting 13-103* and 13-104 .....	4
Shorthand 13-201* and 13-202 .....	8
Introductory Accounting 11-201 and 11-202 .....	6
Office Machines 13-325 .....	3
Office Procedures 13-324 .....	3
Business Electives (selected with the consent of advisor) .....	1-3

\*A student may be exempt from taking this course by passing an examination. No college credit is earned.

**TWO-YEAR ASSOCIATE IN SCIENCE DEGREES**

Purpose: To prepare young men and women to enter technical fields of business. Credit hours earned may later be applied toward a Bachelor of Science Degree in Business Administration. The following concentrations are offered.

**ACCOUNTING  
FIRST YEAR**

		First Sem.	Second Sem.
60-101, 102	Written English .....	3	3
11-150	Introduction to Business .....	3	
85-104	College Algebra .....	3	
11-201, 202	Introductory Accounting .....	3	3
11-251	Management of the Enterprise .....		3
12-205	Principles of Economics .....	3	
12-206	Economic Problems .....		3
69-202	Fundamentals of Speech .....		3
13-325	Office Machines .....		3
		<hr/> 15	<hr/> 18

**SECOND YEAR**

11-312	Business Law .....	3	
11-329, 330	Intermediate Accounting .....	3	3
11-345	Written Communications in Business .....		3
11-390	Human Relations in Industry .....	3	
11-402	Auditing .....		3
11-404	Income Tax .....	3	
11-411	Accounting Systems .....		3
13-324	Office Procedures .....		3
72-101	American Federal Government .....	3	
		<hr/> 15	<hr/> 15

**AVIATION MANAGEMENT TECHNOLOGY  
FIRST YEAR**

		First Sem.	Second Sem.
11-120	Air Transportation Industry (AVM)* .....		3
11-121	Aviation Law and Regulations (AVM)* .....		3
11-150	Introduction to Business .....	3	
11-201, 202	Introductory Accounting .....	3	3
11-214	Introduction to Data Processing .....		3
12-205	Principles of Economics .....		3
60-101, 102	Written English .....	3	3
84-110	Aviation Orientation (AVM)* .....	3	
	(Private Pilot Ground School)		
85-104	College Algebra .....	3	
		<hr/> 15	<hr/> 18

\*Flight Option—Students may complete the FAA Private Certificate in lieu of one of the listed AVM courses. All FAA requirements must be met for six hours credit. Students who possess the Private



Pilot Certificate will receive flight option credit. Students who present evidence of having passed the FAA private pilot written examination will receive three credits. Students who have completed the private pilot certificate will receive six credits.

SECOND YEAR			
11-211	Airport Management (AVM)**	3	
11-251	Management of the Enterprise	3	
11-312	Business Law	3	
11-340	Marketing		3
11-345	Written Communications in Business	3	
11-390	Human Relations in Industry		3
84-212	Air Navigation and Air Traffic Systems (AVM)**	3	
84-213	Aerodynamics and Systems (AVM)**		3
84-303	Meteorology* or Elective (*Suggested for students with an interest in weather related employment) Business Electives (selected with the consent of the advisor).		3
		15	15

\*\*Flight Option—Students may substitute FAA approved ground and flight courses leading to a Commercial Pilot, Instrument Rating, or Flight Instructors rating for AVM courses to receive a maximum of six hours of credit in the second year.

BANK MANAGEMENT FIRST YEAR			
		First Sem.	Second Sem.
60-101, 102	Written English	3	3
11-150	Introduction to Business	3	
11-201, 202	Introductory Accounting	3	3
11-214	Introduction to Data Processing	3	
11-235	Computer Language Concepts		3
11-409	Personnel Management		3
12-205, 206	Principles and Problems of Economics	3	3
		15	15

Second Year			
11-251	Management of the Enterprise	3	
11-312	Business Law	3	
11-314	Business Statistics		3
11-329, 330	Intermediate Accounting	3	3
11-402	Auditing		3
12-305	Money and Banking	3	
85-104	College Algebra		3
	Business Electives (selected with the consent of the advisor)	3	3
		15	15

DATA PROCESSING First Year			
		First Sem.	Second Sem.
11-150	Introduction to Business	3	
11-160	Punch Card Data Processing		3
11-214	Introduction to Data Processing	3	
11-235	Computer Language Concepts		3
12-205	Principles of Economics	3	
12-206	Economic Problems		3
13-103	Typing I	2	
60-101, 102	Written English	3	3

85-104	College Algebra .....	3	
	Business Electives (selected with the consent of the advisor) .....	3	
		17	15

### Second Year

11-201, 202	Introductory Accounting .....	3	3
11-236	Computers and Programming .....	3	
11-251	Management of the Enterprise .....	3	
11-312	Business Law .....	3	
11-314	Business Statistics .....		3
11-345	Written Communications in Business .....		3
11-346	Introduction to ADP Systems .....		3
11-417	Computer Science Work Experience .....		2
69-202	Fundamentals of Speech .....		3
	Business Electives (selected with the consent of the advisor) .....	3	
		15	17

## GENERAL BUSINESS

### First Year

		First Sem.	Second Sem.
60-101, 102	Written English .....	3	3
11-150	Introduction to Business .....	3	
11-201, 202	Introductory Accounting .....	3	3
11-251	Management of the Enterprise .....		3
12-205, 206	Principles and Problems of Economics ....	3	3
85-104	College Algebra .....	3	
72-101	American Federal Government .....		3
		15	15

### Second Year

69-202	Fundamentals of Speech .....	3	
11-312	Business Law .....	3	
11-314	Business Statistics .....		3
11-329, 330	Intermediate Accounting .....	3	3
11-340	Marketing .....	3	
11-345	Written Communications in Business .....		3
11-370	Advertising .....		3
11-390	Human Relations in Industry .....	3	
	Business Electives (selected with the consent of the advisor) .....		3
		15	15

## HEALTH CARE MANAGEMENT

### First Year

		First Sem.	Second Sem.
11-150	Introduction to Business .....		3
11-201, 202	Introductory Accounting .....	3	3
22-103, 104	General Psychology .....	3	3
60-101, 102	Written English .....	3	3
73-203	General Sociology .....		3
11-214	Introduction to Data Processing .....		3
87-111	Medical Terminology .....	3	
87-116	Health Care Organizations .....	3	
		15	18

**Second Year**

11-251	Management of the Enterprise .....	3	
11-312	Business Law .....		3
11-329	Intermediate Accounting .....	3	
11-345	Written Communications in Business .....	3	
87-211	Health Care Management Problems .....	4	
87-216	Health Care Practicum and Seminar .....		4
87-221	Community Health Planning Seminar .....		1
	Business Electives (selected with the consent of the advisor) .....	4	7
		17	15

**HOTEL-MOTEL RESTAURANT MANAGEMENT**

<b>First Year</b>		First Sem.	Second Sem.
11-150	Introduction to Business .....	3	
11-201, 202	Introductory Accounting .....	3	3
11-214	Introduction to Data Processing .....	3	
11-251	Management of the Enterprise .....		3
12-205, 206	Principles and Problems of Economics ....	3	3
60-101, 102	Written English .....	3	3
26-303	Lodging Management .....		3
	Business Electives (selected with the consent of the advisor) .....		2
		15	17

**Second Year**

11-312	Business Law .....	3	
11-329	Intermediate Accounting .....	3	
11-340	Marketing .....	3	
11-345	Written Communication in Business .....		3
11-409	Personnel Management .....		3
69-202	Fundamentals of Speech .....		3
26-207	Survey of Food Service .....	3	
26-309	Food Production Systems .....		3
26-490, 491	Service Industry Externship .....	3	3
	Business Electives (selected with the consent of the advisor) .....		2
		15	17

**MARKETING MANAGEMENT****First Year**

		First Sem.	Second Sem.
60-101, 102	Written English .....	3	3
11-150	Introduction to Business .....	3	
11-201, 202	Introductory Accounting .....	3	3
11-251	Management of the Enterprise .....		3
11-370	Advertising .....		3
12-205, 206	Principles and Problems of Economics ....	3	3
	Business Electives (selected with the consent of the advisor) .....	3	
		15	15

**Second Year**

11-312	Business Law .....		3
11-329, 330	Intermediate Accounting .....	3	3
11-340	Marketing .....	3	
11-341	Marketing Decision Making .....		3
11-345	Written Communications in Business .....		3
11-350	Retailing .....	3	

11-360	Salesmanship .....	3	
	Business Electives (selected with the consent of the advisor) .....	3	3
		15	15

### SECRETARIAL SCIENCE

Purpose: To prepare secretarial students for responsible positions in the modern business world by developing their skills to a high degree and by providing an opportunity to enrich their backgrounds within the Business Administration Division and the Liberal Arts College. Students are encouraged to get practical experience by obtaining employment during the regular and summer terms.

Credit hours earned in the two-year program may later be applied toward a Bachelor of Arts in Secondary Education degree or a Bachelor of Science degree.

#### Freshman Year

##### First Semester

Written English 60-101 .....	3
Typewriting 13-103* .....	2
Shorthand 13-201* .....	4
Prin. of Economics 12-205 .....	3
Physical Education Orientation .....	1
Introduction to Business 11-150 .....	3
<b>Total</b> .....	<b>16</b>

##### Second Semester

Written English 60-102 .....	3
Typewriting 13-104 .....	2
Shorthand 13-202 .....	4
Economics 12-206 .....	3
Intro. to Visual Arts 31-103 or Music Appreciation 32-111 .....	2
Office Machines 13-325 .....	3
<b>Total</b> .....	<b>17</b>

#### Sophomore Year

##### First Semester

Business Writing 13-327 .....	3
Shorthand 13-203 .....	3
Mathematics of Finance 85-111 .....	3
Introductory Accounting 11-201 .....	3
Business Law 11-312 .....	3
Electives .....	2
<b>Total</b> .....	<b>17</b>

##### Second Semester

Fundamentals of Speech 69-202 .....	3
Typewriting 13-105 .....	3
Office Procedures 13-324 .....	3
Introductory Accounting 11-202 .....	3
Introduction to Data Processing 11-214 .....	3
<b>Total</b> .....	<b>15</b>

\*A student may be exempt from taking this course by passing an examination. No college credit is earned.

### ONE-YEAR CERTIFICATES

Purpose: To provide an opportunity for individuals, who cannot commit themselves to an extended academic program and who desire to prepare themselves for specialized work in one particular phase of business activity. Credit hours earned may later be applied toward a Two-Year Associate of Science Degree or a Bachelor of Science Degree.

#### AVIATION OPERATIONS

		First Sem.	Second Sem.
11-120	Air Transportation Industry (AVM)* .....		3
11-121	Aviation Law and Regulations (AVM)* .....		3
11-150	Introduction to Business .....	3	
11-201, 202	Introductory Accounting .....	3	3
11-214	Introduction to Data Processing .....		3
12-205	Principles of Economics .....		3
60-101, 102	Written English .....	3	3
84-110	Aviation Orientation (AVM)* .....	3	
	(Private Pilot Ground School)		



85-104	College Algebra	3	
		15	18

*\*Flight Option*—Students may complete the FAA Private Certificate in lieu of one of the listed AVM courses. All FAA requirements must be met for six hours credit. Students who possess the Private Pilot Certificate will receive flight option credit. Students who present evidence of having passed the FAA private pilot written examination will receive three credits. Students who have completed the private pilot certificate will receive six credits.

### BANK OPERATIONS

60-101, 102	Written English	3	3
11-150	Introduction to Business	3	
11-201, 202	Introductory Accounting	3	3
11-214	Introduction to Data Processing	3	
11-251	Management of the Enterprise		3
12-205	Principles of Economics	3	
12-305	Money and Banking		2
12-103	Typing I	3	
	Business Electives (selected with the consent of the advisor)		3
		17	15

### CLERK-TYPIST

		First Sem.	Second Sem.	Summer Term
60-101, 102	Written English	3	3	
11-150	Introduction to Business	3		
11-201	Introductory Accounting	3		
11-312	Business Law		3	
11-205	Principles of Economics		3	
13-103	Typing I	2		
13-104	Typing II		2	
13-105	Typing III			3
13-324	Office Procedures			3
13-325	Office Machines		3	
85-111	Mathematics of Finance	3		
		14	14	6

### INSURANCE SALESMANSHIP

60-101, 60-102	Written English	3	3
11-150	Introduction to Business	3	
11-201, 202	Introductory Accounting	3	3
11-312	Business Law		3
11-315	Insurance		3
11-360	Salesmanship		3
12-205	Principles of Economics	3	
	Business Electives (selected with the consent of the advisor)	3	3
		15	18

### REAL ESTATE SALESMANSHIP

60-101, 102	Written English	3	3
11-150	Introduction to Business	3	
11-201, 202	Introductory Accounting	3	3
11-312	Business Law		3
11-317	Real Estate		3
11-360	Salesmanship		3
12-205	Principles of Economics	3	
	Business Electives (selected with the consent of the advisor)	3	3
		15	18

**RETAIL SALESMANSHIP**

60-101, 102	Written English .....	3	3
11-150	Introduction to Business .....	3	
11-201, 202	Introductory Accounting .....	3	3
11-350	Retailing .....		3
11-360	Salesmanship .....		3
11-370	Advertising .....		3
12-205	Principles of Economics .....	3	
	Business Electives (selected with the consent of the advisor) .....	3	3
		15	18

**STENOGRAPHIC TECHNICIAN**

		First Sem.	Second Sem.	Summer Term
60-101, 102	Written English .....	3	3	
11-150	Introduction to Business .....	3		
11-312	Business Law .....		3	
13-103	Typing I .....	2		
13-104	Typing II .....		2	
13-201	Shorthand I .....	4		
13-202	Shorthand II .....		4	
13-203	Shorthand III .....			3
13-324	Office Procedures .....			3
13-325	Office Machines .....		3	
	Business Electives (selected with the consent of the advisor) .....	3		
		15	15	6

**AMERICAN INSTITUTE OF BANKING COOPERATIVE PROGRAMS**

*Banking Programs in Cooperation with The American Institute of Banking (AIB)*

In cooperation with the Tri-County West Virginia Study group of the American Institute of Banking, Shepherd College offers courses applicable to both AIB Certificate requirements and associate degree credit. Classes will be scheduled both on and off campus to meet the needs of the AIB Study Group and local banks.

**COURSE DESCRIPTIONS****BUSINESS ADMINISTRATION****11-101. PRINCIPLES OF BANK OPERATIONS**

*Credit, three hours*

This course presents the fundamentals of bank functions in a descriptive fashion so that the beginning banker may acquire a broad (and operational) perspective. The descriptive orientation gives the student the broad perspective necessary for career advancement.

**11-120. AIR TRANSPORTATION INDUSTRY**

*Credit, three hours*

Air commerce related to transportation systems, regulatory parameters, airline and fixed based operations, career planning.

**11-121. AVIATION LAW AND REGULATIONS**

*Credit, three hours*

Definition of terms. Rules and regulations analyzed. Rule making bodies and procedures. Aircraft and airmen certification requirements.

**11-150. INTRODUCTION TO BUSINESS**

*Credit, three hours.*

A survey course designed to acquaint the student with a brief history of business organization and administration, production, labor, control distribution, finance, taxation, law and business ethics.

### **11-160. PUNCH CARD DATA PROCESSING**

*Credit, three hours.*

Card design, key punching, sorting, and preparation of reports, problem solving and understanding of collator, sorter, reproducer and other types of data processing equipment.

### **11-201. INTRODUCTORY ACCOUNTING**

*Credit, three hours.*

Fundamentals of accounting for corporations, partnerships, and proprietorships. Inventory methods, classified statement, negotiable instruments, controlling accounting and specialized journals.

### **11-202. INTRODUCTORY ACCOUNTING**

*Credit, three hours.*

A continuation of corporate accounting. Manufacturing accounting, accounting for fixed assets and analysis of financial statements. Prerequisite: Accounting 11-201.

### **11-211. AIRPORT MANAGEMENT**

*Credit, three hours.*

Airport site location, engineering, financing, navigation aids, lighting, terminal operations, operational functions and community relations.

### **11-214. INTRODUCTION TO DATA PROCESSING**

*Credit, three hours.*

Fundamentals of electronic data processing in modern business including the discussion of systems with emphasis on applications, principles, techniques and capabilities of computers.

### **11-235. COMPUTER LANGUAGE CONCEPTS (FORTRAN)**

*Credit, three hours.*

Fundamentals of computer programming including actual experience in designing, flow-charting and coding of computer programs in Fortran. Major emphasis placed on students running and debugging programs. Prerequisite: Introduction to Data Processing 11-214 or consent of instructor.

### **11-236. COMPUTERS AND PROGRAMMING (COBOL)**

*Credit, three hours.*

Continuation of "Computer Language Concepts." Emphasis is placed on programming the computer to solve business problems. Actual experience achieved in designing, flowcharting and coding of computer programs in COBOL. Prerequisite: Computer Language Concepts 11-235 or consent of instructor.

### **11-251. MANAGEMENT OF THE ENTERPRISE**

*Credit, three hours.*

A study of business from the manager's point of view, business resources, management decisions simulation and the business environment.

### **11-300. GOVERNMENT AND BUSINESS**

*Credit, three hours.*

Control of business by state and federal governments. This course begins with a study of the functions of the state, showing the relationship of government to business and is followed by a discussion of government control. Prerequisite: Economics 12-206.

### **11-312. BUSINESS LAW**

*Credit, three hours.*

Fundamentals of business law relative to contracts, sales, bailments, and negotiable instruments. Legal aspects of the law of employment, partnership, corporation and property. Junior Status or Two Year Students only.

### **11-314. BUSINESS STATISTICS**

*Credit, three hours.*

Methods of collecting, presenting, analyzing and interpreting business data. Emphasis is placed on the analysis of frequency distribution, hypothesis testing, correlation, and regression analysis as applied to the business environment. Prerequisite: 85-104.

### **11-315. INSURANCE**

*Credit, three hours.*

Techniques available to individuals and businesses for managing the insurable risks to which they are exposed. Emphasis on the principals and the functional areas of insurance, including property, and liability. Prerequisite: Economics 12-205 or consent of instructor.

### **11-317. REAL ESTATE**

*Credit, three hours.*

Basic study of the nature and importance of real estate in the economy; principals of land utilization and urban development; property rights and real estate; valuation of real property; real estate markets; government regulation and programs. Prerequisite: Economics 12-205 or consent of instructor.

### **11-320. INDUSTRIAL SAFETY**

*Credit, three hours.*

Analysis of problems of industrial and accident prevention laws pertaining to industrial safety and health. Compensation laws, and industrial property protection. Prerequisite: Economics 12-206.

### **11-329. INTERMEDIATE ACCOUNTING**

*Credit, three hours.*

Principals of balance sheet evaluation and profit determination, with greater emphasis on accounting concepts. Prerequisite: Accounting 11-202.

### **11-330. INTERMEDIATE ACCOUNTING**

*Credit, three hours.*

Continuation of Intermediate Accounting 11-329. Prerequisite: Accounting 11-329.

### **11-331. ADVANCED ACCOUNTING**

*Credit, three hours.*

Current theories and procedures relating to partnerships, insurance, estates, and trusts, and consolidated statements. Prerequisite: Accounting 11-330.

### **11-340. MARKETING**

*Credit, three hours.*

A study of the functions performed by the marketing process, of marketing institutions and relations of government and consumer to marketing. The case method is used. Prerequisite: Economics 12-206.

### **11-341. MARKETING DECISION MAKING**

*Credit, three hours.*

This course provides a dynamic environment for decision making. The student is able to determine the meaning and relevance of the knowledge gained in all areas of business with emphasis placed on marketing managerial decisions. Prerequisite: Marketing 11-340.

### **11-345. WRITTEN COMMUNICATIONS IN BUSINESS**

*Credit, three hours.*

Presents modern business techniques in written and oral communications. Techniques are applied in the writing of formal and informal reports — letters, memoranda, resumes. Prerequisite: Recommend 11-314 Business Statistics.

### **11-346. INTRODUCTION TO ADP SYSTEMS (RPG)**

*Credit, three hours.*

Emphasis placed on designing the input and output of data processing operations. RPG is taught and subsequently used as the tool to handle the required data processing operations on the computer. Prerequisite: Computer Language Concepts 11-235 or Computers and Programming 11-236.

### **11-350. RETAILING**

*Credit, three hours.*



A study of retail store operations and management including sales promotion, personnel management, selling, customer service credit. Prerequisite: Economics 12-206.

### **11-360. SALESMANSHIP**

*Credit, three hours.*

A study of the uses and techniques of personal selling including human behavior market conditions for effective personal selling, prospecting potential customers, planning and presentation, building interest and confidence, closing the sale, handling objections and evaluating the personal selling effort.

### **11-370. ADVERTISING**

*Credit, three hours.*

A study of advertising as an element of the firm's marketing mix, with emphasis on the development of an advertising program as a means of accomplishing the marketing objectives of the firm. Specific topics include consumer behavior, market segmentation, forecasting, advertising budgeting, the advertising agency, message preparation, media selection and evaluation of the advertising program. Prerequisite: Economics 12-206.

### **11-385. ADP APPLICATIONS**

*Credit, three hours.*

Continuation of "Introduction to ADP Systems." Emphasis is placed on designing data processing systems. Prerequisite: Introduction to ADP Systems, 11-346.

### **11-390. HUMAN RELATIONS IN INDUSTRY**

*Credit, three hours.*

Job and worker analysis, industrial testing, weighted application blank, non-directive interviews, training, monotony, fatigue, accident-prevention and morale. Prerequisite: Economics 12-206.

### **11-400. CORPORATION FINANCE**

*Credit, three hours.*

A study of the methods of financing corporations and the analysis of financial statements. Prerequisite: Accounting 11-330.

### **11-401. COST ACCOUNTING**

*Credit, three hours.*

The economic, industrial engineering and managerial aspects of cost accounting: process, job order and standard cost systems. Prerequisite: Accounting 11-330.

### **11-402. AUDITING**

*Credit, three hours.*

Concepts, objectives, standards, procedures and techniques relating to the performance of the audit. Emphasis on decisions which involve judgment that are important to final reporting. Prerequisite: Accounting 11-329.

### **11-404. INCOME TAX**

*Credit, three hours.*

A study of the Internal Revenue Code and regulations relating to individuals, partnerships and corporations.

### **11-409. PERSONNEL MANAGEMENT**

*Credit, three hours.*

Source of labor, analysis of the labor force, job analysis, recruitment, wages, hours, welfare, collective bargaining and labor relations. Prerequisite: Economics 12-206.

### **11-410. COLLECTIVE BARGAINING**

*Credit, three hours.*

An analytical study of the collective bargaining process by case study and readings of management and union philosophy. A survey of management and union rights and responsibilities, strategy in collective bargaining and the impact of bargaining on employee and management relations. Prerequisite: Labor Economics 12-321.

### **11-411. ACCOUNTING SYSTEMS**

*Credit, three hours.*

Principles underlying the design and installation of accounting systems to meet the

needs of all types of business concerns. Machine accounting methods and data processing are also studied. Prerequisite: Accounting 11-330.

### **11-412. SALES MANAGEMENT**

*Credit, three hours.*

The planning, direction and control of the personal selling activities of business firms. Topics include recruiting, selecting, training, assigning, supervising, compensating and motivating the sales force.

### **11-413. QUANTITATIVE METHODS**

*Credit, three hours.*

A study of quantitative methods utilized in research in Business and Economics. Techniques of maximization, simple regression and correlation, multiple regression and correlation, problems of economic time series, systems of equations, aspects of model construction and parameter estimation, other selected topics. Prerequisite: Business Statistics 11-314.

### **11-414. WAGE AND SALARY ADMINISTRATION**

*Credit, three hours.*

The factors determining industrial wage and salary policies, methods of employee payments, wage relationships, wage rate setting, incentive and salary policies. Prerequisite: Personnel Management 11-409.

### **11-415. PRODUCTION PLANNING AND CONTROL**

*Credit, three hours.*

Study of forecasting, planning, scheduling, dispatching and controlling the flow of industrial production from receipt of customer's order to shipment of finished goods. Prerequisite: Permission of instructor.

### **11-416. INDUSTRIAL PURCHASING**

*Credit, three hours.*

A study of the duties and activities of the purchasing agent, organization of the purchasing department, techniques of industrial purchasing. Prerequisite: Marketing 11-340.

### **11-417. COMPUTER CENTER WORK EXPERIENCE**

*Maximum of four hours credit.*

This course involves work experience in the Computer Center at Shepherd College. Each credit hour requires a total of 20 hours work experience under the direction of the Computer Center Coordinator for which the individual does not receive monetary compensation. Prerequisite: Introduction to Data Processing 11-214, and 11-235 or 11-236 or consent of instructor.

## **ECONOMICS**

### **12-205. PRINCIPLES OF ECONOMICS**

*Credit, three hours.*

Introduction to fundamental economic concepts including: supply and demand analysis; money, banking, government and fiscal policy with emphasis upon the level and fluctuations in income, employment and prices; economic growth; and comparative economic systems.

### **12-206. ECONOMIC PROBLEMS**

*Credit, three hours.*

Continuation of 12-205. Topics include: extension of supply and demand analysis, production costs and revenue analysis of firms under perfect and imperfect competition, resource markets and international trade and finance. Selected economic problems. Prerequisite: 12-205.

### **12-301. THEORY OF PRICE AND RESOURCE ALLOCATION**

*Credit, three hours.*

An intermediate level study of the manner in which factors of production are allocated to different firms and industries and how payments to these factors are distributed in a market economy. Analysis of consumer choice, theory of the firm, and the effects of imperfect competition. Optimization techniques such as linear programming, transportation and other allocation problems. Prerequisite: 12-206.

## **12-302. THEORY OF INCOME AND EMPLOYMENT**

*Credit, three hours.*

An analysis of the determinants of the level of income and employment in the aggregate. Emphasis on the Keynesian theory and its application to stabilization policies. An introduction to post-Keynesian analysis. Prerequisite: 12-206.

## **12-304. DEVELOPMENT OF ECONOMIC THOUGHT**

*Credit, three hours.*

A study of the development of economic thought from mercantilism to the present day. Contributions of great economists to economic analysis, and their bearing on current theory and policy issues are emphasized. Prerequisite: 12-206.

## **12-305. MONEY AND BANKING**

*Credit, three hours.*

Role of money and credit in the economy. Structure and operation of commercial banks. The Federal Reserve System and process and instruments of monetary policy. Elements of monetary theory. Prerequisite: 12-206.

## **12-310. PUBLIC FINANCE**

*Credit, three hours.*

A study of government expenditures, sources and methods of taxation, economic effects of expenditures and taxes and government debt policies. Prerequisite: Money and Banking 12-305.

## **11-314. BUSINESS STATISTICS**

*Credit, three hours.*

(See Business Administration.)

## **12-315. COMPARATIVE ECONOMIC SYSTEMS**

*Credit, three hours.*

Historical development of various types of suggested economic reforms. Growth and analysis of communism, socialism, facism and modified capitalism. Prerequisite: 12-206.

## **12-319. BUSINESS CYCLES AND FORECASTING**

*Credit, three hours.*

Economic fluctuation theory, policy and forecasting with practical applications.

## **12-321. LABOR ECONOMICS**

*Credit, three hours.*

History of modern labor movements, analysis of economic and social problems arising from relations between labor and management. Prerequisite: 12-206.

## **12-325. INTERNATIONAL ECONOMICS**

*Credit, three hours.*

A treatment of the basic theories, problems and policies of international trade and finance. Prerequisite: 12-206.

## **12-410. SEMINAR IN ECONOMIC DEVELOPMENT**

*Credit, three hours.*

The historical and theoretical analysis of the major factors that influence economic development. This course is available to students who have manifested mature development in the economic areas. Prerequisite: Permission of instructor.

## **BUSINESS EDUCATION**

### **13-103. TYPEWRITING I**

*Credit, two hours.*

The mastery of the keyboard, development of correct typewriting techniques, centering, introduction to letter writing and tabulation and the development of speed and accuracy are included. A minimum of 40 words a minute for five minutes is required.

### **13-104. TYPEWRITING II**

*Credit, two hours.*

A continuation of Typewriting I. Emphasis is placed on further development of speed

and accuracy and the production of business letters, tabulation and manuscripts. A minimum of 50 words a minute for five minutes is required. Prerequisite: Typewriting I or consent of instructor.

### **13-105. TYPEWRITING III**

*Credit, three hours.*

Development of superior speed and accuracy with emphasis given to the high production quality of business forms. A minimum of 55 words a minute for ten minutes is required. Prerequisite: Typewriting II or consent of instructor.

### **13-201. SHORTHAND I**

*Credit, four hours.*

The theory of Gregg Shorthand (Diamond Jubilee edition) is presented. Ability to take dictation at a minimum speed of 60 words a minute for five minutes and to transcribe the material accurately is required.

### **13-202. SHORTHAND II**

*Credit, four hours*

A speed-building course designed to increase the students' ability to take dictation and to transcribe accurately. Constant stress is given to vocabulary building, punctuation, spelling and grammar. To take dictation at a minimum of 80 words a minute for five minutes and to transcribe the material accurately is required. Typewriter transcription is introduced. Prerequisite: Shorthand I or consent of the instructor.

### **13-203. SHORTHAND III**

*Credit, three hours.*

Advanced dictation and further vocabulary building, punctuation spelling and grammar are stressed. Emphasis is placed on transcribing letters and other materials in mailable form. Prerequisite: Shorthand II or consent of the instructor.

### **13-324. OFFICE PROCEDURES**

*Credit, three hours.*

Encompasses the various secretarial skills and introduces additional aspects of secretarial studies. Activities such as filing, handling mail, receptionist and telephone techniques, records and reports, office manuals, travel arrangements, personality and human relations, office design, and career opportunities are presented. Prerequisite: 13-103, 13-325 or permission of instructor.

### **13-325. OFFICE MACHINES**

*Credit, three hours.*

Consists of training in the operations of a variety of office machines, including ten-key adding-listing, electronic printing calculators, IBM magnetic card/selectric typewriter (basic), keypunch, spirit and stencil duplication, IBM executive typewriter, Dictaphone transcription, collator, photocopying equipment and offset printing. Prerequisite: 13-103 or permission of instructor.

### **13-327. BUSINESS WRITING**

*Credit, three hours.*

To educate the student to write effective business letters. This training involves skills in the use of English, knowledge of business principles and understanding of human nature. Prerequisite: Typewriting I or permission of instructor.

### **13-403. DIRECTED OFFICE EXPERIENCE**

*Credit, two hours.*

A course designed to allow prospective business education teachers to strengthen and to coordinate their learned knowledge and skills by working in a business. Faculty members of the Division of Business Administration will evaluate each student to determine possible areas of improvement. Each student will be assigned to a business for a minimum of 200 hours of supervised practical experience aimed at developing the student to the desired level of efficiency. This experience will also enable the student to apply academic concepts and skills to the business world. A number of class seminars will be held during the semester at which time each student will be required to give oral and written reports on the knowledge gleaned from these experiences. Prerequisites: 13-324 and 13-325.



## DIVISION OF CREATIVE ARTS



*Dr. Guy Frank, Division Chairman*

The Art Department concentrates on providing opportunities for the student's self-discovery and research within the various areas of the visual arts. The program is designed:

1. To give the student a diversified background in art.
2. To encourage and challenge the individual to grow creatively and professionally as an artist and teacher.
3. To develop and/or preserve:
  - a. an interest in art through an understanding of the creative process,
  - b. the basic theories of aesthetics,
  - c. the nature of art materials and processes, and
  - d. the philosophical and technical aspects of both historical and contemporary art forms.

The Music Department concentrates on providing a climate conducive to the development of the comprehensive musician. This is achieved through a highly personalized and student-centered approach which revolves around the integration of the various musical areas as a unified core of experience. The program is designed:

1. To inspire student growth in creative, artistic and professional terms.
2. To foster student inquiry, interaction and self-discovery.
3. To develop student capacity to communicate music to others.
4. To train students for public school music careers, according to approved standards of teacher education.
5. To provide a strong foundation for future graduate work in the field of music.
6. To supply a valid musical base for non-teaching students with alternative music career objectives.

7. To develop the aesthetic sense of the general student in terms of musical understanding, appreciation and perception.
8. To provide avocation opportunities for interested students, through participation in the various music ensembles and other music activities.

**Lorenzo D. Benedict, IV**, Assistant Professor of Art. B.A., Central Methodist College, 1967; M.A., University of Missouri, 1970; M.F.A. Candidate at West Virginia University, 1975. (1971)

**K. Farrell Coy**, Associate Professor of Music—Woodwinds. B.A., 1957; M.A., 1960, Colorado State College; Ph.D., University of Maryland, 1976. (1967)

**Guy Frank**, Professor of Music, and Chairman, Division of Creative Arts and Music Department. A.B., Whittier College, 1943; M.A., Claremont Graduate School of Pomona College, 1948; Ph.D., Eastman School of Music of the University of Rochester, 1958. (1950)

**Ronald L. Jones, Jr.**, Associate Professor of Art and Department Chairman. B.S., Concord College, 1964; M.A., Arizona State University, 1968; Ph.D., University of Maryland, 1975. (1969)

**M. Regis Kontra**, Associate Professor of Art. B.S., Edinboro State College, 1962; M.A., West Virginia University, 1964; M.F.A. West Virginia University, 1975. (1969)

**Richard D. Palmer**, Assistant Professor of Art. B.A., 1969, M.A. 1970, Michigan State University; Ph.D., Pennsylvania State University, 1977. (1976)

**James E. Pantle**, Associate Professor of Music. B.M.E., Baker University, 1961; M.M., University of Oregon, 1966; Ph.D., University of Maryland, 1977. (1969)

**Jay N. Stenger**, Assistant Professor of Music. B.A., Lycoming College, 1954; M.S., State University of New York at Fredonia, 1969. (1969)

**Gerald E. Zimmerman**, Assistant Professor of Music. B.M., Bowling Green State University, 1967; M.M., Ithaca College, 1968; Doctoral candidate at West Virginia University, 1971. (1974)

## ART

The Art Department offers courses leading to the Bachelor of Arts degree in education with a comprehensive teaching specialization in art (grades K through 12); a field of specialization in secondary art (grades 7 through 12); an elementary field (grades 4 through 8) for elementary education majors and an Associate of Arts degree in Commercial Art; an Associate of Arts degree in Photography; a minor in Art; and a concentration in art (non-teaching) is also possible through the Board of Regents B.A. degree program.

### SPECIAL REQUIREMENTS FOR ART CURRICULUM STUDENTS:

1. **Portfolio requirement for admission:** The Shepherd College Art Department believes that any student who meets the general admissions requirements and is seriously interested in pursuing art as a teaching field and/or a career is entitled to enroll as an art curriculum student. Therefore, no portfolio is required for admission.
2. **Time Requirements:** In order to pursue a reasonable and logical program of study, it is suggested that a student begin his or her study during the fall semester and adhere to the recommended sequence of courses. Also, since the Art Department believes that it is desirable for the student to allow sufficient time for growth and maturation, it is recommended that the student complete the art curriculum requirements during a period of eight (8) semesters. A student will not be permitted to complete all of the required art courses in a period lasting less than two years.

- 3. **Deficiencies:** The Art Department reserves the right to review the work of the art curriculum student in order to discern deficiencies in the education of the student and to provide means (independent study, studio work, auditing, additional courses, etc.) whereby the student may rectify his weaknesses. All art curriculum students are required to maintain a portfolio of their studio work.
- 4. **Senior Art Exhibit or Project:** Students enrolled in the art curriculum leading to a Bachelor of Arts degree in education with a comprehensive or secondary (grades K through 12 or 7 through 12) field in art for classroom teaching are required to present an exhibit of their work during their senior year. The student must obtain the sanction of the art faculty prior to the exhibit. Art students not granted permission to exhibit must complete a faculty-approved project of significant proportions.



**CURRICULUM FOR A MINOR IN ART**

Total semester hours required .....	23
Two Dimensional Design 31-170 .....	2
Introductory Drawing 31-115 .....	3
Three Dimensional Design 31-140 .....	3
History of Western Art 31-203 .....	3
History of Western Art 31-204 .....	3
Painting 31-230 .....	2
Printmaking 31-360 .....	2
Sculpture 31-240 .....	3
Aesthetic Criticism 31-403 .....	2

**CURRICULUM FOR THE BACHELOR OF ARTS DEGREE  
WITH A COMPREHENSIVE FIELD IN ART (GRADES K-12)**

Total semester hours required .....	51
Two Dimensional Design 31-170 .....	2
Introductory Drawing 31-115 .....	3
Lettering 31-131 .....	1
Three Dimensional Design 31-140 .....	3
Drawing 31-116 .....	1
History of Western Art 31-203 .....	3
History of Western Art 31-204 .....	3
Painting 31-230 .....	2
Drawing 31-215 .....	1
Sculpture 31-240 .....	3

Drawing 31-217 .....	1
Art in Elementary Education 31-320 .....	2
Arts and Crafts in the Elementary School 31-322 .....	2
Printmaking 31-360 .....	2
Jewelry 31-350 .....	3
Drawing 31-310 .....	1
Ceramics 31-351 or Ceramics 31-349 .....	3
Drawing 31-410 .....	1
Aesthetic Criticism 31-403 .....	2
Senior Art Exhibit or Project .....	0
Electives in Art—12 Hours (with 14 hours in one of the concentration areas)—see concentration areas .....	12
NOTE: 6 semester hours of general electives are part of this curriculum and can be taken in any subject matter area. Also, two courses in the Professional Education Block are required of art curriculum students in the comprehensive:	
The Teaching of Art 21-427 .....	3
Art Materials and Procedures 21-480 .....	2

### **CURRICULUM FOR THE BACHELOR OF ARTS DEGREE WITH A FIELD OF SPECIALIZATION IN ART FOR CLASSROOM TEACHING IN GRADES 7 THROUGH 12**

Total semester hours required .....	33
Two Dimensional Design 31-170 .....	2
Introductory Drawing 31-115 .....	3
Three Dimensional Design 31-140 .....	3
Drawing 31-116 .....	1
History of Western Art 31-203 .....	3
History of Western Art 31-204 .....	3
Painting 31-230 .....	2
Printmaking 31-360 .....	2
Sculpture 31-240 .....	3
Ceramics 31-351 or Ceramics 31-349 .....	3
Aesthetic Criticism 31-403 .....	2
Senior Art Exhibit or Project .....	0
Electives in Art—6 Hours (with 11 hours in one of the concentration areas)—see description of concentration areas .....	6
NOTE: Required of all 7 through 12 Art Curriculum Students:	
The Teaching of Art 21-427 .....	3

### **CURRICULUM FOR A TEACHING FIELD IN ART GRADES 4 THROUGH 8**

Total semester hours required .....	26
Introductory Drawing 31-115 .....	3
Two Dimensional Design 31-170 .....	2
Three Dimensional Design 31-140 .....	3
Lettering 31-131 .....	1
Painting 31-230 .....	2
Printmaking 31-360 .....	2
Crafts 31-352 .....	3
Ceramics 31-351 or Ceramics 31-349 .....	3
Sculpture 31-240 .....	3
Art in Elementary Education 31-320 .....	2
Arts and Crafts in the Elementary School 31-322 .....	2

### **CONCENTRATION AREAS<sup>1</sup>**

#### **Painting**

	hrs.
*Introductory Drawing 31-115 .....	3
*Painting 31-230 .....	2
Advanced Painting 31-330 .....	3
Watercolors 31-331 .....	3
Figure Painting 31-430 .....	3
Research (Painting) 31-434 .....	1-3

#### **Art History**

	hrs.
*Intro Visual Arts 31-103 .....	2
*Hist. Western Art 31-203, 31-204 .....	6
*Aesthetic Criticism 31-403 .....	2
Contemporary Art 31-303 .....	3
American Art 31-304 .....	3
Research (Art Hist). 31-404 .....	1-3



**Design (Commercial Art)**

	hrs.
Two Dimensional Design 31-170	2
*Three Dimensional Design 31-140	3
Advanced Design 31-370	3
Commercial Design 31-371	3
**Stage Design 31-246	3
Research (Design) 31-474	1-3

**Printmaking**

	hrs.
*Introductory Drawing 31-115	3
*Printmaking 31-360	2
Adv. Printmaking 31-361	3
Etching 31-362	3
Lithography 31-364	3
Serigraphy 31-363	3
Woodcut 31-460	3
Research (Printmaking) 31-464	1-3

**Sculpture**

	hrs.
*Three D Design	3
*Sculpture 31-240	3
Adv. Sculpture 31-340	3
Wood Sculpture 31-341	3
Stone Carving 31-342	3
Metals & Casting 31-440	3
Research (Sculp.) 31-444	1-3

**Crafts**

	hrs.
*Three D Design 31-140	3
Ceramics 31-349	3
*Ceramics 31-351	3
*Jewelry 31-350	3
Adv. Ceramics 31-354	3
Adv. Jewelry 31-450	3
Crafts 31-352	3
Adv. Crafts 31-353	3
*Research (Crafts) 31-454	1-3

<sup>1</sup> Electives are taken in one concentration area to meet program requirements.  
\*Basic art requirements of all K-12 and 7-12.  
\*\*Stagecraft and Scene Design 69-246 is offered through the Division of Languages and Literature.



## CURRICULUM FOR THE A.A. DEGREE IN COMMERCIAL ART

The Associate of Arts Degree program in Commercial Art is designed to provide the graduate with the basic knowledge, skills and expertise essential for a commercial artist. This curriculum consists of not only courses in business, art and commercial art, but also "on the job" training and experience. After completion of the course of study, the student will be prepared to accept commercial artist positions in industrial concerns, printing firms, retail establishments and advertising agencies.

The course of study has been prepared to provide the student with an introduction to basic business practice and theory, the fundamentals of commercial design, layout and illustration and an experience-based introduction to commercial techniques and procedures. The following is a course outline of the program:

Total Hours required	64
Introduction to Commercial Design 31-171	3
Commercial Lettering 31-172	3
Introduction to Drawing 31-115	3
Two Dimensional Design 31-170	2
Introduction to Business 11-150	3
Written English 60-101	3
Layout Design 31-174	3
Graphic Techniques 31-271	3
Introduction to Visual Arts 31-103	2
Painting 31-230	2
Serigraphy 31-363	3
Layout Design 31-175	3
Graphic Techniques 31-272	3
Printmaking 31-360	2
Fundamentals of Speech 69-202	3
Introductory Accounting 11-201	3
Illustration 31-273	3
Field Experience in Commercial Art 31-274	5
History of Western Art 31-204	3
Electives in Art and Business from the following	9
Drawing 31-116, 215, 217	1
Three Dimensional Design 31-140	3
Jewelry 31-350	3
History Western Art 31-203	3
Advanced Painting 31-330	3
Watercolors 31-331	3
Introductory Accounting 11-202	3
Intermediate Accounting 11-329	3
Business Law 11-312	3
Management of Enterprise 11-251	3
Salesmanship 11-360	3
Advertising 11-370	3

## CURRICULUM FOR THE A.A. DEGREE IN PHOTOGRAPHY

The program is a two-year curriculum designed to provide the graduate with the basic knowledge, skills and expertise essential for a photographer. This curriculum consists of not only courses in photography, but also "on the job" training and formal educational experience in allied fields such as journalism, business, art and the sciences. After completion of the course of study,

the student will be prepared to accept positions in commercial agencies and studios, industrial firms and newspapers. The student will also have the essential skills and knowledge to accept positions in medical and scientific photography as well as the possibility of free-lance work.

The course of study which has been developed in cooperation with the James Rumsey Vocational School will provide the student with not only the fundamentals of photography and apprenticeship experiences, but also the flexibility necessary to allow the student to pursue the dimensions of photography of particular individual interest.

### FIRST YEAR

	First Sem.	Second Sem.
31-180 Fundamentals of Professional Photography .....	3	
31-181 Black & White Photography I .....	3	
31-170 Two Dimensional Design .....	2	2
83-310 Photographic Science .....		3
31-183 Commercial/Industrial Photography I .....		3
31-182 Black & White Photography II .....		3
31-184 Photojournalism .....		3
60-101 Written English .....	3	
60-102 Written English .....		3
Electives .....	6	3
	<hr/> 17	<hr/> 18

### SECOND YEAR

31-283 Commercial/Industrial Photography II .....	3	
31-284 Color Photography .....	3	
31-285 Portrait Photography .....	3	
31-286 Experimental Photography .....		3
31-287 Practicum .....		6
Electives .....	9	3
	<hr/> 18	<hr/> 12

Electives will be selected to meet the needs of individual career objectives from the following areas: Business, Journalism, Science, Park Service, or Art. A minimum of 6 hours is required within one of the above areas.

## MUSIC

The Music Department offers courses leading to the Bachelor of Arts degree with a major in Music Education. A minor in Music is available for non-teaching students.

Courses offered by the Music Department are open to all college students within the limits of specific course prerequisites. The general student interested in music as an avocation is encouraged to participate in band and choir or in other activities of the department.

### SPECIAL REQUIREMENTS FOR MUSIC MAJORS

In addition to prescribed courses it is expected that all music majors will complete satisfactorily certain requirements, specific details of which may be obtained in the office of the department chairman.

1. **Ensemble Participation.** All music majors are required to participate in the appropriate ensemble (Band or Choir) for each and every semester of their college careers with or without credit.

Music minors also are expected to participate in as much ensemble work as circumstances will allow. A maximum of eight hours of

credit may be obtained through ensemble participation.

Qualified students are also encouraged to participate in off-campus performing groups such as the Potomac Symphony Orchestra (Hagerstown, Maryland).

2. **Sophomore Competency Examination.** All music majors are required to complete this examination toward the end of the sophomore year. The primary purpose of the examination is to determine, in selected areas of musical knowledge and performance, the level of competence of music education majors and their potential for achieving accepted levels of future musical growth.
3. **Senior Comprehensive Examination.** All music majors are required to pass a comprehensive examination in Music during the next to last semester of their undergraduate careers. The examination covers all of the music areas pursued.
4. **Aural Perception Requirement.** All music majors will be required to demonstrate competence in sight-singing and musical dictation prior to their admission to 32-304, 32-325, and 32-326.
5. **Accompaniment Proficiency.** Non-keyboard music majors are required to pass a proficiency level examination in accompaniment before they can be recommended by the Music Department for admittance to the Teacher Education Professional Block. Voice majors must pass this examination using the piano. Instrumental majors may use the piano, accordion, or one of the guitar-type instruments.
6. **Senior Music Activity.** All music majors are required to complete a Senior Music Activity during the final year. This activity may assume one of the following forms: Recital; Lecture-Recital; Project; or Recital-Project.
7. **Attendance at Musical Events.** Music majors are required to attend a specified number of college and community concerts, recitals and music programs in order to acquire a more comprehensive background in music literature than can be gained solely through class participation.

**MENC STUDENT CHAPTER.** Music students can affiliate with professional music educators and with music students from other colleges in the United States through membership in a student chapter of the Music Educators National Conference. This organization affords excellent opportunities for professional orientation and development during the college years.

## SUPERVISED TEACHING IN MUSIC

Students making application for supervised teaching in the music field will be recommended subject to the approval of the music faculty and the teacher education committee. (See qualifications listed under Education, THE PROFESSIONAL BLOCK). The criteria for approval by the music faculty involves the following: (1) review of the student's general qualifications; (2) academic record, specifically in music a 2.5 average; (3) completion of all required music courses except private applied and ensemble credit; and (4) passing the appropriate level of piano proficiency. Students not recommended for supervised teaching may request a re-evaluation after not less than one semester or two summer sessions, during which time it is expected that specified deficiencies will have been eliminated.

## CURRICULUM FOR THE BACHELOR OF ARTS DEGREE WITH A MAJOR IN MUSIC EDUCATION (COMPREHENSIVE PROGRAM, GRADES K-12)

Required hours: 59

Music Theory 32-101 ..... 3



Music Theory 32-102 .....	3
Music Appreciation 32-112 .....	2
Introduction to Conducting 32-126 .....	1
Advanced Music Theory 32-201 .....	3
Advanced Music Theory 32-202 .....	3
Music Materials and Procedures 32-227 .....	3
Arranging 32-303 .....	3
Form and Analysis 32-304 .....	3
Music History 32-311 .....	3
Music History 32-312 .....	3
Principles of Conducting 32-325 .....	5
*Applied Music .....	20
Music Ensemble (Band, Choir, etc.) .....	4

\*Includes Senior Music Activity requirement  
NOTE: In addition, Education 21-426, the Teaching of Music and Ed. Media, three credit hours, is required as part of the Professional Education Block.

**CURRICULUM FOR THE NON-TEACHING MINOR IN MUSIC**

Required hours: 27	
Music Theory 32-101 .....	3
Music Theory 32-102 .....	3
Music Appreciation 32-112 .....	2
Advanced Music Theory 32-201 .....	3
Music History 32-311, 32-312 .....	6
Applied Music .....	6
Music electives (any area) .....	4



## APPLIED MUSIC

Music Education majors are required to take a minimum of twenty credit hours of applied music during their college careers. The following requirements pertain to the specific major performing area:

	Applied Instrumental	Applied Voice	Applied Keyboard
Instrumental students	18 hours	2 hours	0 hours
Voice students	8 hours	10 hours	2 hours
Keyboard students	8 hours	2 hours	10 hours

NOTE: Instrumental students are required to take 10 hours and Vocal and Keyboard students 6 hours of Instrumental Group Applied Courses, as a part of the Applied Instrument commitment.

## PRIVATE APPLIED MUSIC

Private applied lessons are available to all college students by consent of the appropriate professor, and may be taken for one or two hours of credit per semester. One credit hour is based on one half-hour lesson plus a minimum of three hours of practice per week. Two credit hours are based on two half-hour lessons plus a minimum of six hours of practice per week. The same course number can be applied any number of times for credit. Students are rated according to six performance levels spelled out for each applied area in the office of the department chairman.

Music majors must take private applied lessons on their major instrument (with or without credit) every semester of their college careers, regardless of other applied considerations.

Music majors must perform at level four or better on their major instrument prior to graduation before they can be considered as having successfully met music curriculum requirements.

## COURSE DESCRIPTIONS

### ART HISTORY

#### 31-103. INTRODUCTION TO THE VISUAL ARTS

*Credit, two hours.*

An introductory course, required of all students, designed to give insight into the nature of the visual arts and their relationship to contemporary life. A study of the language and functions of painting, sculpture and architecture, the development of styles, aesthetic principles and the ideas of art are surveyed.

#### 31-203. HISTORY OF WESTERN ART

*Credit, three hours.*

A historical survey of the major development in architecture, sculpture, and painting of the Western World from prehistoric times to the Renaissance. Prerequisite: 31-103.

#### 31-204. HISTORY OF WESTERN ART

*Credit, three hours.*

A continuation of 31-203 from the Renaissance to the present. Prerequisite: 31-103.

#### 31-300. WORKSHOP IN FOREIGN CULTURES

*Credit, one to six hours.*

An exposure to the artistic heritage of foreign countries is provided through a supervised study tour which also involves directed field study and an integrated series of pre-tour and post-tour lectures. Prerequisite: permission of the instructor. One to six hours, depending on the length and academic content of the tour. Further details may be obtained from the office of the department chairman.

#### 31-303. CONTEMPORARY ART

*Credit, three hours.*

An in depth investigation of the visual arts of the 19th and 20th centuries. A study is made of the history and philosophy of the various movements, their origins and growth,

and the relationship of their development to contemporary culture and thought. Prerequisite: 31-204.

### **31-304. AMERICAN ART**

*Credit, three hours.*

A historical study of American Art since 1700, with an emphasis upon architecture painting and sculpture.

### **31-305. HISTORY OF FURNITURE**

*Credit, three hours.*

A historical survey of the major developments in furniture from the Egyptian to the contemporary. Emphasis will be on the aesthetic dimension of stylistic development and furniture's stylistic relationship to the major movements in painting, sculpture, and architecture. On demand.

### **31-403. AESTHETIC CRITICISM**

*Credit, two hours.*

An investigation of the aesthetic dimension of the visual arts is made in relation to the studio experience and the history of art, preparing the student to analyze, evaluate and judge a work of art. Prerequisite: Twenty-two hours of Art.

### **31-404. RESEARCH (ART HISTORY)**

*Credit, one to three hours.*

An upper division course designed as a culminating experience within the concentration area of art history. The student is expected to investigate an area of art history on the comparative or analytical level. Prerequisite: Thirteen hours of art history.

## **STUDIO ART**

### **31-115. INTRODUCTION TO DRAWING**

*Credit, three hours.*

An introductory course for development of basic drawing skills and practice in the use of various drawing materials. Observation, memory training and composition are stressed to give the student a wide experience and solid base in the art of drawing.

### **31-116. DRAWING**

*Credit, one hour.*

A continuation of the basic drawing and perceptual skills developed in Introductory Drawing. Prerequisite: 31-115.

### **31-131. LETTERING**

*Credit, one hour.*

Instruction and experience in the basic styles of lettering with brush and pen.

### **31-140. THREE-DIMENSIONAL DESIGN**

*Credit, three hours.*

Exploration and development of the formal elements and principles of design in their relationship to the third dimension. Experimental problems are presented.

### **31-170. TWO-DIMENSIONAL DESIGN**

*Credit, two hours.*

The study of design fundamentals involving the elements and principles of visual organization. Varied problems in two dimensional design are presented.

### **31-171. INTRODUCTION TO COMMERCIAL ART**

*Credit, 3 hours.*

Development of design concepts relative to advertising through practical projects, layout, and lettering.

### **31-172. COMMERCIAL LETTERING**

*Credit, three hours.*

Comprehensive experience is provided in the major styles and techniques of lettering employed in commercial art. Emphasis is upon the development of speed, skill, accuracy and knowledge of stylistic variations of typography.

**31-174. LAYOUT DESIGN***Credit, three hours.*

Studio and lecture on design principles, basic layout techniques, tools, methods, materials and media.

**31-175. LAYOUT DESIGN***Credit, three hours.*

Advanced studio problems in the preparation of camera-ready copy.

**31-180. FUNDAMENTALS OF PROFESSIONAL PHOTOGRAPHY***Credit, three hours.*

Comprehensive overview of the field of professional photography. Introduction to photographic methods and equipment. Use of small format cameras, development of negatives, contact and projection printing.

**31-181. BLACK & WHITE PHOTOGRAPHY I***Credit, three hours.*

Fundamentals of B & W photography and darkroom techniques. Basic film processing and printing. Basic lighting and exposure selection. Composition, visual thinking and use of auxiliary lenses.

**31-183 COMMERCIAL/INDUSTRIAL PHOTOGRAPHY I***Credit, three hours.*

Experience in varied aspects of commercial/industrial photography. Documentary work, in-plant record shots, publicity skills, research photography, advertising and product illustration, visual aids, lighting, studio and location techniques. Use of view camera.

**31-182 BLACK & WHITE PHOTOGRAPHY II***Credit, three hours.*

A continuation of B & W I. Processing and printing of 120 and 4 x 5 size film. Zone system of exposure and development. Filters, advanced printing techniques.

**31-184 PHOTOJOURNALISM***Credit, three hours.*

The tools and techniques of the news media and of business, public-relations, journalistic, sports and publicity photography. Emphasis on small-format cameras, electronic flash and available-light photography. Examination of single picture, short picture stories, feature-story photography, layout and captions.

**31-215. DRAWING***Credit, one hour.*

A developmental continuation of the basic skills and perceptions of drawing. Prerequisite: 31-115 and 31-116.

**31-217. DRAWING***Credit, one hour.*

A developmental continuation of the basic skills and perceptions of drawing. Prerequisite: 31-115 and 31-116.

**31-230. PAINTING***Credit, two hours.*

An introduction to the materials, philosophies, techniques and processes of the painter. Painting is approached as a creative experience through the study of subject matter, form and content. Prerequisites: Art 115 and Art 170.

**31-240. SCULPTURE***Credit, three hours.*

Introduction to the principles of carving, construction and casting. Prerequisite: 31-140.

**31-271. GRAPHIC TECHNIQUES***Credit, three hours.*

Studio problems and lecture on photo-engraving, letterpress, offset lithography, rotogravure, typography, and layout imposition.



### **31-272. GRAPHIC TECHNIQUES**

*Credit, three hours.*

Studio problems and lecture on three and four color processes, bindery, job estimating, paper problems, copy preparation and the basic elements of photography.

### **31-273. ILLUSTRATION**

*Credit, three hours.*

Developing and finishing illustrations for advertising and decorative use. Design and application of spot illustrations with consideration for reproduction requirements. Line, black and white, limited and full color. Prerequisite: Commercial Lettering 231, and Introduction to Commercial Design 371.

### **31-274. FIELD EXPERIENCE IN COMMERCIAL ART**

*Credit, five hours.*

Students will be placed in commercial agencies in order that they may obtain invaluable "on the job" training. Students will spend a minimum of 14 hours per week working under an approved field supervisor. A two hour seminar will be held each week for the purpose of integrating theory and practice. Prerequisite: 15 hours of commercial art.

### **31-283 COMMERCIAL/INDUSTRIAL PHOTOGRAPHY II**

*Credit, three hours.*

A continuation of Commercial/Industrial Photography I. Advanced techniques in lighting, composition, studio and location photography.

### **31-284 COLOR PHOTOGRAPHY**

*Credit, three hours.*

A basic course in natural color photography. Includes fundamental principles, techniques, and applications of reversal and negative-subtractive color materials and equipment used in the production of color prints and transparencies. Discussion of the special demands of color technique, color relationships, light qualities and the kinds of characteristics of film.

### **31-285 PORTRAIT PHOTOGRAPHY**

*Credit, three hours.*

Studio and outdoor portraiture, including the fundamentals of lighting, posing and three-quarter and full-length figure. Emphasis on composition and psychology of obtaining expression. Use of lighting sources, including natural illumination, conventional studio equipment and electronic flash. Photography of men, women, teens, children, brides and groups.

### **31-286 EXPERIMENTAL PHOTOGRAPHY**

*Credit, three hours.*

Principles of design and composition through representational and non-representational forms. Personal exploration of photographic means to achieve photographs of high quality. Use of conventional and experimental techniques including photographic essay, posterization, multiple exposure, grain, blur, high contrast and macro techniques.

### **31-287 PRACTICUM IN PHOTOGRAPHY**

*Credit, six hours.*

Supervised off-campus work experience in photography or closely allied field. Seminars will be held to evaluate the integration of theory and practice.

### **31-310.DRAWING**

*Credit, one hour.*

A developmental continuation of the basic skills and perceptions of drawing. Prerequisite: 31-217.

### **31-330. ADVANCED PAINTING**

*Credit, three hours.*

A continuation of the skills and techniques developed in 31-230. Compositional experimentation, creative and expressive modes and evaluation skills are emphasized. Prerequisite: 31-230.

**31-331. WATERCOLORS***Credit, three hours.*

An introduction to the medium of watercolor, exploring its possibilities and limitations. Prerequisite: 31-230.

**31-340. ADVANCED SCULPTURE***Credit, three hours.*

A continuation of 31-240. The course is directed toward the further development of skills in sculpture with additional materials and techniques. Prerequisite: 31-240.

**31-341. WOOD SCULPTURE***Credit, three hours.*

Exploration in the techniques and skills of wood sculpture, including carving and lamination. Prerequisite: 31-240.

**31-342. STONE SCULPTURE***Credit, three hours.*

Exploration in the techniques and skills of stone sculpture. Prerequisite: 31-240.

**31-349. CERAMICS***Credit, 3 hours.*

An investigation is made of the forming, decorating and firing of clay objects. The experiences will include wheel throwing and handbuilt work with special emphasis upon slab and coil construction.

**31-350. JEWELRY***Credit, three hours.*

An understanding of the nature of the art materials and processes involved in the craft of jewelry making are explored. Silver, copper, wood and semi-precious stones are used in executing projects. Prerequisite: 31-170.

**31-351. CERAMICS***Credit, 3 hours.*

An investigation is made of forming, decorating, and firing of clay objects. The experiences will include handbuilt work with special emphasis upon wheel throwing.

**31-352. CRAFTS***Credit, three hours.*

This course exposes the student to contemporary crafts. Projects are assigned to execute and research. Prerequisite: 31-170.

**31-353. ADVANCED CRAFTS***Credit, three hours.*

This course takes an in-depth study of specific crafts, stressing design. Prerequisite: 31-352.

**31-354. ADVANCED CERAMICS***Credit, three hours.*

A continuation of the skills and techniques developed in 31-351 with the emphasis being a higher technical proficiency and a more creative work. Prerequisite: 31-351.

**31-360. PRINTMAKING***Credit, two hours.*

The basic areas of printmaking (intaglio, planographic, relief, and stencil) are introduced and explored with an emphasis upon the graphic idea. Prerequisites: 31-115 and 31-170.

**31-361. ADVANCED PRINTMAKING***Credit, three hours.*

A continuation of the skills and techniques developed in Art 31-370 within the major printmaking areas, with an emphasis upon a more significant graphic idea. Prerequisite: 31-360.

### **31-362. ETCHING AND INTAGLIO**

*Credit, three hours.*

Studio experience in the skills and techniques of etching, intaglio, dry point and aquatint. Prerequisites: 31-140 and 31-170.

### **31-363. SERIGRAPHY**

*Credit, three hours.*

An in-depth studio experience in screen printing. Exploration is made of the basic screen preparations as they apply to the graphic idea. Prerequisite: 31-360.

### **31-364. LITHOGRAPHY**

*Credit, three hours.*

An in-depth studio experience in the planographic process of printmaking. An exploration is made of the basic lithographic procedures as they apply to the graphic idea.

### **31-370. ADVANCED DESIGN**

*Credit, three hours.*

In depth study of the elements and principles of design. Problems, research and field trips are taken to reinforce understanding. Prerequisites: 31-140 and 31-170.

### **31-371. COMMERCIAL DESIGN**

*Credit, three hours.*

Development of design concepts relative to advertising through practical projects. Emphasis placed on problems in composition and pictorial organization, layout and lettering. Prerequisites: 31-140 and 31-170.

### **31-400. STUDIO PROBLEMS**

*Credit, three hours.*

A course providing an opportunity for students that have encountered major difficulties in foundation art courses to concentrate on those difficulties and thereby increase their proficiency. Prerequisite: Twenty-two hours of art.

### **31-410. DRAWING**

*Credit, one hour.*

A developmental continuation of the skills and perceptions of drawing. Prerequisite: 31-310.

### **31-430. FIGURE PAINTING**

*Credit, three hours.*

An in depth study of the figure is made with a concentration on composition, form, and content. Prerequisite: 31-320.

### **31-434. RESEARCH (PAINTING)**

*Credit, one to three hours.*

An upper division course designed as a culminating experience within the concentration area of painting. An opportunity is thus provided for the student to pursue a specific area of painting.

### **31-440. METALS AND CASTING**

*Credit, three hours.*

Exploration and development in the techniques and skill of oxy-acetylene welding and metal casting by the lost wax method. Prerequisite: 31-240.

### **31-444. RESEARCH (SCULPTURE)**

*Credit, one to three hours.*

An upper division course designed as a culminating experience within the concentration area of sculpture thereby providing an opportunity to pursue a specific area of sculpture on a meaningful level. Prerequisite: Six hours of sculpture.

### **31-450. ADVANCED JEWELRY**

*Credit, three hours.*

Concentrating on design, the student explores in depth processes, such as gem cutting, enameling, casting, etc. Prerequisite: 31-350.

**31-454. RESEARCH (CRAFTS)***Credit, one to three hours.*

An upper division course designed as a culminating experience within the concentration area of crafts, thereby providing an opportunity for the student to pursue a specific area of crafts on a meaningful level. Prerequisite: Nine hours of crafts, ceramics and/or jewelry.

**31-460. BLOCK PRINTING***Credit, three hours.*

An in depth studio experience in the area of relief printing with a concentration in the wood cut and wood engraving. Prerequisite: 31-360.

**31-464. RESEARCH (PRINTMAKING)***Credit, one to three hour.*

An upper division course designed as a culminating experience within the concentration area of printmaking. The student is expected to experimentally pursue an aspect of the printmaking area on a significant level. Prerequisite: Eleven hours in the printmaking concentration.

**31-474. RESEARCH (DESIGN)***Credit, one to three hours.*

An upper division course designed as a culminating experience within the concentration area of design, thereby providing an opportunity to pursue a specific area of design on a meaningful level. Prerequisite: Eight hours of design.

**ART EDUCATION****31-320. ART IN ELEMENTARY EDUCATION***Credit, two hours.*

A course designed to develop an understanding of the need and purpose of art on the elementary level, and the methodology of elementary art education. Perception and aesthetic learning relative to the developmental level of the child are investigated in order to provide the necessary foundation upon which to structure a meaningful art program.

**31-322. ARTS AND CRAFTS FOR THE ELEMENTARY SCHOOL***Credit, two hours.*

Emphasis is placed upon the meaningful art experiences that can be presented to the elementary child. The development of a greater aesthetic sensitivity, experiences in perceptual activities and a knowledge of art materials and processes are basic to the course. Prerequisite: 31-320.

**21-427. THE TEACHING OF ART & EDUCATIONAL MEDIA***Credit, three hours.*

A course designed to acquaint the student with the nature of teaching art on the secondary level. The course covers the objectives of secondary art education, the psychology of perception and learning as it applies to art, current philosophical positions in art education and recent research within the field. Prerequisite: Second semester Junior.

**21-480. ART MATERIALS & PROCEDURES***Credit, two hours.*

A lab type course concerned with the materials, methodology and sequence of secondary art. Practical experience is provided in unit construction and creative teaching. Prerequisite: 21-427.

**MUSIC THEORY****32-100. MUSIC AS AN ART AND SCIENCE***Credit, two hours.*

This is the basic music theory course required of all elementary education majors. Reading, writing, and playing music are the basic activities. Rhythmic notation, scales, triads, seventh chords, nonharmonic tones, and modulation are presented through programmed instruction and lecture. Individual projects in writing and performing music are required.



### **32-101. MUSIC THEORY**

*Credit, three hours.*

This sequence of courses (32-101, 102, 201, 202) is required of all music majors and serves as the basic musicianship course. A chronological sequence is followed which proceeds from melody writing through counter-point, part-writing, figured bass and chromatic and early atonal systems of composition. Emphasis is placed on the development of sound organization and identification capabilities, through the study of the skills and knowledge necessary for successful creative musical expression. The course is a two-track program which has as its objectives the development of aurally perceptive and notationally skilled musicians confident of their competencies as composers and as users of musical language.

### **32-102. MUSIC THEORY**

*Credit, three hours.*

See 32-101. Prerequisite: 32-101.

### **32-201. ADVANCED MUSIC THEORY**

*Credit, three hours*

See 32-101. Prerequisite: 32-102.

### **32-202. ADVANCED MUSIC THEORY**

*Credit, three hours.*

See 32-101. Prerequisite: 32-201.

### **32-303. ARRANGING**

*Credit, three hours.*

The study of the transpositions, ranges, registers, timbres and idiomatic writing for standard orchestral and band instruments and practical work in arranging for large and small choral and instrumental ensembles. Prerequisite: 32-201.

### **32-304. FORM AND ANALYSIS**

*Credit, three hours.*

The analysis and composition of homophonic forms from the simple phrase through the one-movement forms and a survey of the larger musical structures. Both vocal and instrumental forms are studied. Prerequisite: 32-201.

### **32-401. SURVEY OF ELECTRONIC MUSIC**

*Credit, two hours.*

This course is designed to explore the various techniques which have been utilized in the development of electronic music. This is a two-track course which emphasizes both the construction and analysis of music created through the use of tape techniques and the synthesizer.

## **MUSIC HISTORY AND LITERATURE**

### **32-111. MUSIC APPRECIATION**

*Credit, two hours.*

A general studies requirement, this course provides training and experiences which will enable the student to view music in historical-social-aesthetic perspective, to comprehend musical concepts, to discriminate quality levels, to select satisfying and stimulating musical experiences and to empathize with the creators and performers of music.

### **32-112. MUSIC APPRECIATION**

*Credit, two hours.*

A general studies requirement limited to music majors and minors. Covering the same materials as 32-111, but in greater depth, this course enables the music specialist to acquire critical listening habits and pertinent knowledge basic to further musical growth.

### **32-299. SPECIAL STUDIES IN MUSIC**

*Credit, one to four hours.*

Topics for special studies will be created as needed by the Music Department. This course may be repeated without limit with different topics.

**32-300. WORKSHOP IN FOREIGN CULTURES***Credit, one to six hours.*

An exposure to the artistic heritage of foreign countries is provided through a supervised study tour which also involves directed field study and an integrated series of pre-tour and post-tour lectures. Prerequisite: permission of the instructor. One to six hours, depending on the length and academic content of the tour. Further details may be obtained from the office of the department chairman.

**32-311. MUSIC HISTORY***Credit, three hours.*

A study of the evolution of the musical art in Western Civilization from antiquity through the early Christian, Romanesque, Gothic, Renaissance and Baroque periods.

**32-312. MUSIC HISTORY***Credit, three hours.*

A study of music and musicians of the Classical, Romantic and Contemporary periods, with an extensive survey of current styles and trends.

**32-316. CHORAL LITERATURE***Credit, three hours.*

A study of the evolution of important forms of choral literature with special emphasis given to the Cantata, Mass, Oratorio and Passion. Interrelations between text and music and the art of choral arranging are also considered.

**32-411. SYMPHONIC LITERATURE***Credit, three hours.*

A study of the evolution of important forms of symphonic literature, with special emphasis given to the Symphony and the Concerto. The development of the modern orchestra is also considered.

**32-412. OPERA***Credit, three hours.*

The study of the evolution of the standard types of operatic form from the early Baroque period to the contemporary scene. Selected operas regarded as especially important are analyzed.

**32-421. MUSIC RESEARCH AND INDEPENDENT STUDY***Credit, one to three hours.*

Qualified juniors or seniors may pursue a course of independent study in their major area under the supervision of the appropriate faculty advisor. Students selected must exhibit outstanding ability and scholarship in their chosen area, and must meet the requirements for the Independent Study Program as outlined elsewhere in this catalog.

**32-499. SPECIAL STUDIES IN MUSIC***Credit, one to four hours.*

See 32-299.

**MUSIC EDUCATION****32-126. INTRODUCTION TO CONDUCTING***Credit, one hour.*

This course is designed to give the music major the basic principles required of a conductor. The intention is to instill in the student an understanding of conducting as a means of communication by gestures.

**32-226. MUSIC MATERIALS AND PROCEDURES***Credit, three hours.*

This course is required of all Elementary Education majors and is a study of the music program of the elementary schools. Music and teaching methods are presented for the areas of singing, listening, rhythmic responses, use of recordings, melody instruments, tuned and non-tuned rhythm instruments and for creative experiences. Prerequisite: 32-100 or 32-101.

## **32-227. MUSIC MATERIALS AND PROCEDURES**

*Credit, three hours.*

This course is required of all K-12 Music Education majors and is a study of the music program of the elementary schools. Music and teaching methods are presented for the areas of singing, listening, rhythmic responses, use of recordings, melody instruments, tuned and non-tuned rhythm instruments and for creative experiences. Emphasis is placed on learning theories for the elementary school child, and recent pedagogical approaches such as Orff and Kodaly are introduced. An evaluation of current music series books and other materials is made and comprehensive programs that provide continuous growth and direction from pre-school through the elementary grades are designed. Prerequisite: 32-102.

## **32-325. PRINCIPLES OF CONDUCTING**

*Credit, five hours.*

This course is a study of the art, technique and problems relative to conducting and administering instrumental and choral performing organizations. Opportunities are given for practical experiences in conducting and related field observations via area performing groups. Prerequisites: 32-102, 32-126.

## **32-329. MUSIC EDUCATION WORKSHOP**

*Credit, two hours.*

A workshop designed to meet problems in music pedagogy pertinent to elementary teachers. Special emphasis is placed on the study of new materials and teaching techniques.

## **32-330. WORKSHOP IN CLASSROOM INSTRUMENTS**

*Credit, two hours.*

The study and playing of simple classroom instruments (Auto-harp, Guitar, Recorder and Song Flute, Melody Bells, Chord-Piano, and Rhythm instruments). Emphasis placed on scoring as well as improvisation of accompaniment. Permission of the instructor.

## **32-335. MARCHING BAND TECHNIQUES**

*Credit, two hours.*

Organization of the marching band, rehearsal procedures, street and parade marching, field shows of all types, formation charting, precision-drill charting and music arranging for the marching band. Permission of the instructor.

## **32-427. INSTRUMENT CARE AND REPAIR**

*Credit, two hours.*

A course designed for the instrumental student who intends to teach. Laboratory experience in the maintenance and repair of band instruments is coupled with a general review of the performance basics. Permission of the instructor.

## **21-426. THE TEACHING OF MUSIC AND ED. MEDIA**

*Credit, three hours.*

A methods course in music for the secondary level (see Professional Education block requirements).

## **MUSIC ENSEMBLE**

Ensemble work may be taken with or without credit and the general college student is encouraged to participate. The same course number can be taken several times for credit. A maximum of eight hours of credit may be granted for ensemble participation.

### **32-350. BAND**

*Credit, two hours.*

The reading and performance of band literature and the participation in campus and off-campus concerts and programs. Activities include marching band, wind symphony, pep-band and conducting band. Permission of the instructor.

### **32-360. CHOIR**

*Credit, two hours.*

Choral literature from all periods of music history are studied and performed in campus and off-campus concerts and programs. Permission of the instructor.

**32-420. PERCUSSION ENSEMBLE***Credit, one hour.*

Emphasis is placed on multiple-percussive techniques and literature. Permission of the instructor.

**32-430. WOODWIND ENSEMBLE***Credit, one hour.*

This course involves the study of woodwind chamber music through performance. Ensemble instrumentation will vary from two to twenty-five as literature and enrollment dictate. Permission of the instructor.

**32-440. BRASS ENSEMBLE***Credit, one hour.*

Emphasis is placed on a study of contemporary and earlier historical periods of brass literature. For two or more members. Permission of the instructor.

**32-450. JAZZ ENSEMBLE***Credit, one hour.*

This course involves the study and performance of jazz-rock music for the large ensemble. Idiomatic phrasing, improvisation and interpretation is emphasized. Permission of the instructor.

**32-460. SINGING SHEPHERDS***Credit, one hour.*

A course designed to give voice and other music students experience in professional "pop" singing techniques. Open to music majors by permission of the instructor. Open to other students by audition—interview with the instructor. Prerequisite: Two semesters of Choir.

**32-470. CHAMBER SINGERS***Credit, one hour.*

This elite performing organization consists of 10-16 members and is primarily concerned with achieving advanced excellence in ensemble balance, rapport, technique and style. Literature is largely from the Renaissance Period, though later works appropriate for a small group are also used. Permission of the instructor.

**32-480. MASTERWORKS CHORALE***Credit, one hour.*

Open to all campus and community singers as an opportunity to study and perform large choral works.

**GROUP APPLIED MUSIC****32-135, 136. CLASS PIANO***Credit, one hour each.*

These courses are designed for beginning students of piano, who as members of a group, can profit from each other in solving initial problems related to keyboard performance. Permission of the instructor.

**32-137, 138. VOICE CLASS***Credit, one hour each.*

These courses are designed for the beginning student of voice. Voice placement, breathing, tone, diction, phrasing and other vocal skills are stressed through the use of correlated group vocalization and song literature. Permission of the instructor.

**32-139. GUITAR ACCOMPANIMENT***Credit, one hour.*

A course designed to provide the student with the knowledge and skill necessary to accompany simple songs on the guitar. Course content consists of basic guitar techniques, triadic chords in open position, bar technique, and transposition with the capo. A variety of strumming and picking techniques are included, together with guidance in the selection of an accompaniment-type guitar.



## **INSTRUMENTAL GROUP APPLIED MUSIC**

### **32-230. WOODWINDS**

*Credit, two hours.*

These courses (32-230, 231) are designed to acquaint music students with the pedagogical principles of woodwind performance. The student will play all the woodwinds during the two semester sequence but will emphasize the four basic members of the family (clarinet, flute, oboe, bassoon). The method of organization is based upon two tracks: first, the development of the manipulative skills of the instruments and second, the discussion of teaching techniques associated with instrumental music and those uniquely related to the woodwinds. Practical field experience is arranged in area public schools.

### **32-231. WOODWINDS**

*Credit, two hours.*

See 32-230. Prerequisite: 32-230.

### **32-232. BRASS**

*Credit, two hours.*

This course is designed for Music Education majors, to acquaint them with the pedagogical principles of brass performance. The student performs on all of the brass instruments during the semester sequence. The method of organization involves two avenues: The development of the manipulative skills of the particular instrument, and the study of teaching techniques associated with instrumental music as related uniquely to the brass. Practical field experience is arranged in area public schools.

### **32-233. STRINGS**

*Credit, two hours.*

This course is designed for Music Education majors, to acquaint them with the pedagogical principles of string performance. The student performs on all of the string instruments during the semester sequence. The method of organization involves two avenues: The development of the manipulative skills of the particular instrument, and the study of teaching techniques associated with instrumental music as related uniquely to the strings. Practical field experience is arranged in area public schools.

### **32-234. PERCUSSION**

*Credit, two hours.*

This course is designed for Music Education majors, to acquaint them with the pedagogical principles of percussion performance. The student performs on all of the percussion instruments during the semester sequence. The method of organization involves two avenues: The development of the manipulative skills of the particular instrument and the study of teaching techniques associated with instrumental music as related uniquely to percussion. Practical field experience is arranged in area public schools.

## **PRIVATE APPLIED MUSIC**

*Credit, one or two hours.*

### **32-361. PIANO**

Levels one through three. Private piano instruction is offered on all levels, and aims at the development of individual proficiency in technique and interpretation through the study and performance of the various keyboard styles found in the piano literature.

### **32-461. ADVANCED PIANO**

Levels four through six. See 32-361.

### **32-365. ORGAN**

Levels one through three. Private organ instruction is offered on all levels, and deals with the idiomatic problems of techniques and interpretation characteristic of this instrument as found in the standard literature.

### **32-465. ADVANCED ORGAN**

Levels four through six. See 32-365.

**32-371. VOICE**

Levels one through three. Vocal instruction is offered on all levels. Individual proficiency is stressed in tone placement, phrasing, diction, and in other vocal skills.

**32-471. ADVANCED VOICE**

Levels four through six. See 32-371.

**32-381. BRASS INSTRUMENT**

Levels one through three. Private instruction is available on all levels for the trumpet, French horn, trombone, baritone horn and tuba. Individual proficiency is developed through the study of proper technique, embouchure, breath control and manual dexterity. Standard repertoire for the respective instrument is studied.

**32-481. ADVANCED BRASS INSTRUMENT**

Levels four through six. See 32-381.

**32-385. PERCUSSION INSTRUMENT**

Levels one through three. Private percussion instruction is available on all levels for the student interested in becoming a percussionist in such standard ensembles as the orchestra, band, jazz ensemble and percussion ensemble. Standard repertoire for the respective instrument is studied.

**32-485. ADVANCED PERCUSSION INSTRUMENT**

Levels four through six. See 32-385.

**32-391. WOODWIND INSTRUMENT**

Levels one through three. Private woodwind instruction is available on all levels for the flute, clarinet, oboe and bassoon. Individual proficiency is developed through the study of proper technique, embouchure, breath control and so forth. Standard methods and solo literature for the specific instrument are studied.

**32-491. ADVANCED WOODWIND INSTRUMENT**

Levels four through six. See 32-391.



*The Shepherd College Jazz Ensemble is one of fourteen performing musical groups.*

### **32-395. STRING INSTRUMENT**

Levels one through three. Private instruction is available for the violin, viola, cello and string bass. Individual proficiency is developed through the study of such problems as fingering, bowing, intonation and special effects. Standard methods and solo literature for the specific instrument are studied.

### **32-495. ADVANCED STRING INSTRUMENT**

Levels four through six. See 32-395.

### **32-497. SENIOR MUSIC ACTIVITY**

*Credit, one hour.*

All music majors are required to complete a Senior Music Activity during the final year. Prior to the middle of the second semester of Junior standing, a determination as to the nature of the Activity is made by the student's advisor after consultation with the other music staff members. The Senior Music Activity will assume the form of a Recital, Lecture-Recital, Project, or Recital-Project. Details are on file in the office of the Department chairman.

## DIVISION OF EDUCATION



*Dr. Billy Ray Dunn, Division Chairman.*

### **PHILOSOPHY AND OBJECTIVES OF THE TEACHER EDUCATION PROGRAM**

#### **GENERAL OBJECTIVES**

1. To provide for the professional preparation of competent beginning teachers for the public schools at the elementary and secondary levels.
2. To inculcate in students the dedication and skills necessary for educational leadership in the school and community.
3. To develop an understanding of the historical and philosophical traditions underlying the American school system.
4. To develop the sensitivity and knowledge necessary to cope with problems of human growth and development.
5. To teach tenable theories relevant to the nature, functioning and assessment of intellectual activity and its motivation in strategies of the teaching learning scheme.
6. To provide public school teachers with opportunities for continuing professional growth through their association with the teacher education program.
7. To provide a sound preparation for graduate work in education.
8. To provide a climate in which students can develop their potential toward becoming master teachers.



## PROFESSIONAL COMPETENCIES

- A. The student will demonstrate personal qualities and communicative and professional skills critical to successful teaching.
- B. The student will demonstrate proficiency and knowledge in the areas of human and interpersonal relationships.
- C. The student will demonstrate proficiency in classroom management skills.
- D. The student will demonstrate knowledge of the structure of public education and an ability to function within its limitations.
- E. The student will demonstrate a proficiency in planning for instructional strategy.
- F. The student will demonstrate proficiency in classroom instruction.
- G. The student will demonstrate proficiency in classroom evaluation.

**Katie J. Begole**, Assistant Professor of Home Economics, and Department Head. B.S., Concord College, 1956; M.Ed., Virginia Polytechnic Institute, 1963. (1971)

**James A. Butcher**, Professor of Education and President. A.B., Glenville State College, 1953; M.A., West Virginia University, 1955; Ed.D., The American University, 1966. (1967)

**Robert A. Cleminson**, Associate Professor of Education and Head, Department of Secondary Education. B.E., 1964; M.A., 1968, University of Wisconsin; Ph.D., University of Iowa, 1972. (1972)

**Billy Ray Dunn**, Professor of Education, Director of Teacher Education and Chairman, Division of Education. B.S., 1956; M.S., 1962, West Virginia University; Ed.D., Ball State University, 1973. (1969)

**Denise Eggleston**, Assistant Professor of Education. B.A., Emory University, 1960; M.Ed., 1974; Ed.D., 1976, University of Georgia. (1976)

**Charles H. Freeland**, Assistant Professor of Education. A.B., Shepherd College, 1959; M.A., West Virginia University, 1961. (1963)

**Donna H. Griggs**, Assistant Professor of Education. B.S., University of Arkansas, 1960; M.S., University of Florida, 1966; Ed. D., George Peabody College for Teachers, 1976. (1977)

**Earl E. Henderson**, Associate Professor of Education, and Administrative Assistant to the President. B.S., East Tennessee State University, 1948; M.S., Indiana University, 1950; Ed.D., The American University, 1968. (1968)

**Arreta Jaranko**, Professor of Education. B.S., Fairmont State College, 1957; M.A., 1961; Ed.D., 1966, West Virginia University. (1971)

**Judy T. Kepple**, Assistant Professor of Home Economics. B.S.H.E., 1965; M.S., 1968, West Virginia University. (1968)

**John P. King**, Associate Professor of Education. B.Ph., Lateran University, Rome, Italy, 1960; M.Sc., 1967; Ph.D., 1970, University of Wisconsin. (1970)

**Robert L. Kirk**, Associate Professor of Education and Head, Department of Elementary Education. B.A., 1951; M.A., 1951; M.A., 1953, Andrews University; Ed.D., 1974, The American University. (1967)

**Carroll W. Palmer**, Professor of Education. B.S., Ohio Northern University, 1941; M.A., University of Alabama, 1952; Ed.D., Teachers College, Columbia University 1954. (1969)

**Kenneth Riley**, Associate Professor of Education. B.S., Arkansas State Teachers College, 1948; M.S., University of Kentucky, 1950. (1956)

**Patricia T. Stealey**, Adjunct Professor of Home Economics. B.S., 1963; M.A., 1967, West Virginia University. (1969)

**Irving Tucker**, Associate Professor of Psychology. B.A., University of Massachusetts, 1959; M.A., University of Iowa, 1961; Ph.D., University of Iowa, 1962. (1977).

## SELECTION OF CANDIDATES FOR TEACHER EDUCATION

A student desiring to pursue the teacher education program should indicate this intention at the time of his matriculation and should plan an academic program which will satisfy the requirements of either the Bachelor of Arts in Secondary Education or the Bachelor of Arts in Elementary Education. The student's advisor or members of the faculty of the Division of Education are available to assist in such planning.

Application for status as a teacher candidate will be made to the Teacher Education Committee while the student is enrolled in Education 21-200. At that time the Committee will appraise the student's record and approve as teacher candidates those students who have: 1) a 2.00 average in all courses taken. 2) "C" or better grades in English 60-101, 60-102, and Speech 69-202, 3) demonstrated promising scholarship in their field(s) of specialization, 4) exhibited interest in professional activities, and 5) no personality traits which would militate against their becoming an effective teacher.

A student whose record reveals some remediable deficiency may be granted provisional status as a teacher candidate until such deficiency is removed. Students denied admission will be informed of reason(s) for rejection and may appeal to the Teacher Education Committee.

A transfer student desiring to enter the teacher education program should make application immediately after registration. All entrance requirements must be met before final approval will be granted.

Upon being admitted to the program, each student is assigned an advisor. Personnel in the Division of Education function as advisors for all elementary education majors while secondary education majors have advisors in the divisions related to their field of specialization.

Records for each teacher candidate are kept in the Office of the Chairman of the Division of Education for purposes of advisement and to provide information for placement and employment.

In addition to the General Studies program the student will complete the following courses for the **BA degree in Elementary Education**:

Backgrounds of Literature 61-202 .....	3
Principles of World Geography 74-101 .....	3
History of the U.S. 71-201, 71-202 .....	6
Life Science for Elementary Teachers 81-100 .....	4
Chemistry for Elementary Teachers 82-100 .....	4
Mathematics for Elementary Teachers 85-300 .....	3
Music as an Art and Science 32-101 .....	2
Music Materials and Procedures 32-226 .....	3
Art in Elementary Education 31-320 .....	2
Arts and Crafts in the Elementary School 31-322 .....	2
Elementary School Physical Education 41-110 .....	3
School Health Problems 41-360* .....	3
Foundations of American Education 21-200 .....	3
Human Development 21-303 .....	3
Methods & Field Experience in Science & Math 21-316 .....	2
Methods & Field Experience in Social Science 21-317 .....	2
General Elementary Methods 21-402 .....	3
Methods & Field Experience in Language Arts 21-412 .....	2
Directed Teaching 21-450-453 .....	6
Basic Components of Reading Instruction 21-442 .....	3
Remedial Reading 21-445 .....	3

In addition to the General Studies program and the teaching field(s) the student must complete the following Professional Education Courses for the

**BA degree in Secondary Education:**

Foundations of American Education 21-200 .....	3
Adolescent Development 21-301 .....	3
Educational Psychology 21-302 .....	3
Principles and Practices of Secondary Education 21-404 .....	4
Special Methods (in major field only) .....	3
Directed Teaching 21-445, 21-456 .....	6

\*41-103 Personal and Community Health is a pre-requisite.



*Elementary Education students work with young children in the College's Nursery School.*

**THE PROFESSIONAL BLOCK**

The professional block is a semester of professional education courses taken during the teacher candidate's senior year. *No other courses or extracurricular activities may be scheduled if they would interfere with the pursuit of course work of the block.* Exceptions to this policy require permission from the Chairman of the Division of Education and the chairman of the division in which the course or activity is scheduled.

Effective August 1972 any Shepherd College student in secondary education must satisfactorily complete a minimum of eight (8) semester hours of work in his first teaching field and six (6) semester hours of work in his second teaching field at Shepherd College before he can be considered for admission to the professional block.

Permission to enroll in the professional block is granted by the Committee to those teacher candidates who possess unqualified status in the program and who have: (1) an average of 2.00 or above in all courses, (2) an average of \*2.30 or above in their elementary education\*\*specialization and an average of 2.50 or above in their secondary education teaching field(s) (this includes all courses attempted in the area), (3) an average of 2.00 or above in all professional education courses, (4) a minimum grade of "C" in English 60-101, 60-102, and Speech 69-202, (5) a minimum of 90 hours of course work. Satisfactory completion of Education 21-200, 21-301, and 21-302 is prerequisite for admission to the block for secondary education majors. Admission to the

block for elementary majors requires satisfactory completion of 21-200, 21-303, and a minimum of two Field Experience classes. No student will be permitted to complete a program in teacher education who has not completed Directed Teaching or obtained a recommendation from the Director of Teacher Education that Directed Teaching can be waived through the substitution of an approved practicum. Such practicums can only be approved for those students who have taught a minimum of three years and who are willing to substitute work in either Problems of Elementary Education or Problems of Secondary Education for the actual Directed Teaching.

\*The requirements for areas of specialization are effective with students entering under the 1973 catalog.

\*\*A listing of courses composing the elementary education specialization is available to each student from his advisor or from the Division of Education office.

Courses offered in the professional block include:

Elementary		Secondary	
Required		Required	
21-402 .....	3	21-404 .....	4
21-445 .....	3	21-455 or 21-456 .....	6
21-450 or 21-451			
and/or 21-452,21-453 .....	6		

## TEACHING FIELDS

Shepherd College offers programs of study which prepare students to teach in high schools, middle schools, elementary schools and in kindergartens and nursery schools.

Students aspiring to teach in high schools may choose one of two types of programs leading to a teaching specialization.

- (1) They may elect to specialize in one teaching field. The College offers the following comprehensive teaching fields:

Art K-12	Home Economics 7-12
Business Education 7-12	Social Studies 7-12
Music K-12	

- (2) They may elect to specialize in two teaching fields. For specific requirements students should contact the appropriate division as certain fields cannot be combined. The College offers the following non-comprehensive teaching fields:

Art 7-12	Mathematics 7-9
Biology 7-12	Mathematics 7-12
Business Principles 7-12	Physical Education K-12
Chemistry 7-12	Physical Education 7-12
English 7-12	Safety Education 7-12
General Science 7-12	Secretarial Studies 7-12
Health Education K-12	School Library Media K-12
Language Arts 7-9	Social Studies 7-12

Students who elect elementary education as a major will be certified in grades 1-6 following graduation.

Students aspiring to teach in middle schools may elect one of the fields listed below as an area of specialization. These fields are designed for those students who wish to add an endorsement to their elementary education certificate with a specialization at the 4-8 grade levels. The fields:

Art	Mathematics
General Science	Physical Education
Language Arts	Social Studies

Students aspiring to teach in pre-school programs of the kindergarten will pursue the elementary education program and may add EARLY EDUCATION as their endorsement to their certificate to qualify for grades N-K.



## **CERTIFICATION OF TEACHERS**

### **APPLICATION, RECOMMENDATION, AND RENEWAL**

Each teacher, in order to be eligible to teach in West Virginia and receive pay, must apply for a teacher's certificate through a college, county superintendent or the State Department of Education.

The Provisional Professional Certificate must be recommended by a college. For the Provisional Professional Certificate, the college can recommend a teacher for a certificate provided that the teacher has completed at that college (1) the major portion of his professional requirements or (2) the work required in directed teaching and methods.

Applications must be sent by the college or county superintendent directly to the State Department of Education. No application will be accepted by the State Department if received from the applicant.

IT IS THE PRIMARY RESPONSIBILITY OF EACH STUDENT AND TEACHER TO SEE THAT HE MEETS REQUIREMENTS FOR HIS CERTIFICATE AND FOR RENEWAL OF HIS CERTIFICATE. The National Teachers Examination must be taken before a student may be recommended for a certificate. Requirements for the various certificates may be obtained from the Office of the Registrar.

### **SCHOLARSHIP REQUIREMENTS FOR ALL CERTIFICATES**

A "C" average is required: (1) on the total college credits earned; (2) on the hours earned in professional subjects; (3) a 2.3 average in the elementary specialization and a 2.5 average in each of the secondary teaching fields. C grades are required in each of the two basic English courses 60-101 and 60-102 and Speech 69-202.

### **EXTENSION AND CORRESPONDENCE CREDIT**

The amount of extension and correspondence credit allowed for certification is: Professional Certificate—28 hours.

Credits earned by correspondence after July 1, 1934, will not be accepted by the State Department of Education for certification of teachers with the exception of those earned through colleges and universities cooperating with the United States Armed Forces Institute. Correspondence credit completed before July 1, 1934, if used for certification shall be included with the maximum permitted for extension.

### **MAXIMUM CREDIT ALLOWED FOR TEACHERS IN SERVICE**

Within the school year, a teacher in service may earn a maximum of twelve semester hours of credit. No more than six semester hours can be earned in any one semester.

### **VALIDITY OF CERTIFICATES**

Professional and Provisional Professional Elementary Certificates are valid in the first six grades of the public school. Completion of the Early Education Endorsement qualifies students for certification N-K through grade 6. Completion of a grade 4-8 specialization (Middle School) will enable the student to add that subject endorsement to an elementary education certificate. Professional and Provisional Secondary Certificates are valid in grades 7 through 12.

### **SUBSTITUTE TEACHERS**

Substitute teachers are certified on the same basis as teachers regularly employed.

### **REVOCATION OF CERTIFICATES**

Any certificate issued by the West Virginia Department of Education is revocable on grounds of immorality, gross neglect of duty, or for any cause that would have justified withholding the certificate when it was granted; provided

the teacher is given notice in writing and an opportunity to appear in his defense.

## **COLLEGE RESIDENCE REQUIREMENTS FOR CERTIFICATION**

Colleges may recommend for certification graduates of other properly accredited institutions who earn a major portion of their professional requirements or complete the courses in directed teaching and methods in the institution making the recommendation, providing that all other requirements are met.

## **THE COOPERATIVE TRAINING PROGRAM**

A program for the preparation of teachers of the deaf and blind is jointly sponsored by Shepherd College and the West Virginia Schools for the Deaf and the Blind, Jack Brady, Supt.

Faculty Teaching Courses in the Education of the Deaf:

Mr. Dan Haight, Mr. Robert Linzey and Mrs. Annette Thompson

Faculty Teaching Courses in the Education of the Blind:

Mr. Charles Boyer, Mr. Seldon Brannon and Mr. Max Carpenter.

Recognizing the need for teachers of the deaf and the blind child, the West Virginia Board of Regents, the West Virginia State Board of Education, Shepherd College, and the West Virginia Schools for the Deaf and Blind have undertaken a cooperative program designed to prepare teachers in these two areas of special education.

Students desiring to enter the program must fulfill all requirements of the regular teacher education program leading to the Professional Block. One semester of instruction in methods and supervised teaching on the campus of the West Virginia Schools for the Deaf and Blind at Romney is substituted for the regular Professional Block. It should be noted that completion of this program will enable a student to graduate, but will not meet regular teacher certification standards for the public schools.

Any student desiring further information concerning the program or wishing to apply should contact the Chairman of the Division of Education.

## **THE EARLY EDUCATION PROGRAM**

Students aspiring to teach in pre-school programs, i.e., kindergarten, must fulfill all requirements for the Bachelor of Arts in Elementary Education with an endorsement in Early Education. This consists of:

25-304 Child Development .....	3 hrs.
21-308 Foundations of Early Education .....	3 hrs.
21-400 Instructional Strategies in Early Education .....	3 hrs.
21-401 Clinical Experience in Early Education .....	3 hrs.
69-330 Speech Correction .....	3 hrs.

Students successfully completing this program will be eligible for the Provisional Professional Certificate validated for grades N-K through 6.

## **PSYCHOLOGY**

The requirements of the minor are designed to provide a broad base of knowledge for future study in this area.

### **CURRICULUM FOR A MINOR IN PSYCHOLOGY**

Required courses: 21 hrs.

General Psychology 22-103, 22-104 .....	6
Child Development 25-304 .....	3
Adolescent Development 21-301 .....	3
Social Psychology 22-205 .....	3
Abnormal Psychology 22-360 .....	3

Psychology of Personality 22-310 .....	3
Electives: 3 hrs.	
Tests & Measurements 21-415 .....	3
Education Psychology 21-302 .....	3
Psychology of Mental Health 22-302 .....	3

HOME ECONOMICS

Students are offered the opportunity to:

MAJOR IN GENERAL HOME ECONOMICS

A student majoring in general home economics is helped to recognize that continual evaluation of family and individual goals, values, and philosophies should occur relative to the socio-economic changes in society. The general home economics major will be able to select a minor field of study which greatly enhances the student's career possibilities. Upon satisfactory completion of the general home economics curriculum, a student is awarded a Bachelor of Science Degree.

CURRICULUM FOR A MAJOR IN GENERAL HOME ECONOMICS

Total hours required .....	43
25-101 Textiles .....	3
25-102 Clothing .....	3
25-201 Food for the Family .....	3
25-202 Food & Meal Management .....	3
25-300 Marriage Relations .....	3
73-303 The Family (Sociology) .....	3
25-301 Advanced Clothing .....	3
25-304 Child Development .....	3
25-305 Home Equipment .....	2
25-306 Home Furnishings .....	3
25-307 Home Management .....	2
25-308 Housing .....	3
25-318 Nutrition .....	3
25-403 Consumer Economics .....	3
25-405 Home Management Residence .....	3

TEACHING FIELD IN HOME ECONOMICS—SECONDARY.\*

The home economics education student is provided with experiences to increase knowledge and skill in preparation for teaching home economics in public schools grades 7-12. Home economics education students will not pursue a second field of study; however, the students have an opportunity to select several elective courses. Upon satisfactory completion of curriculum requirements, the home economics education student is awarded a Bachelor of Arts Degree in Secondary Education.

CURRICULUM FOR A TEACHING FIELD IN HOME ECONOMICS—SECONDARY GRADES 7-12

Total hours required .....	55
25-101 Textiles .....	3
25-102 Clothing .....	3
25-201 Food for the Family .....	3
25-202 Food & Meal Management .....	3
25-300 Marriage Relations .....	3
73-303 The Family (Sociology) .....	3
25-301 Advanced Clothing .....	3
25-304 Child Development .....	3
25-305 Home Equipment .....	2
25-306 Home Furnishings .....	3
25-307 Home Management .....	2
25-308 Housing .....	3

25-318 Nutrition .....	3
25-403 Consumer Economics .....	3
25-405 Home Management Residence .....	3
21-428 Methods of Teaching Home Economics at the Secondary Level .....	4
21-429 Teaching Home Economics at the Adult Level .....	2
*Electives with consent of advisor .....	6

\*Home Economics education students—Six hours of electives must be chosen from the following areas: history, psychology, sociology, science, English, mathematics or foreign language.

### HOME ECONOMICS MINOR

Total hours required .....	24
25-101 Textiles .....	3
25-102 Clothing .....	3
25-201 Food and Nutrition for the Family .....	3
25-300 Marriage Relations .....	3
25-304 Child Development .....	3
25-306 Home Furnishings or Housing 25-308 .....	3
25-318 Nutrition .....	3
25-403 Consumer Economics .....	3
Total	24

All Shepherd College students may elect courses in home economics for personal enrichment and as a supplement to other vocations.



*Home Economics majors learn the fundamentals of clothing construction.*



## CHEMISTRY COURSE REQUIREMENT

A student is required to take the courses listed in the catalog under "General Studies" except that Elementary Chemistry 82-103 and 82-104 will be substituted for the science requirement.

## ONE YEAR CERTIFICATE HOSTESS AND HOSPITALITY PLANNER

This one-year certificate program is designed to prepare students for jobs in businesses needing hostesses and hospitality planners.

60-101	Written English .....	3 hours
60-102	Written English .....	3 hours
11-150	Introduction to Business .....	3 hours
25-201	Food for the Family .....	3 hours
25-202	Food and Meal Management .....	3 hours
25-318	Nutrition .....	3 hours
26-207	Survey of Food Services .....	3 hours
26-303	Lodging Management .....	3 hours
25-102	Clothing .....	3 hours
26-490	Service Industry Externship .....	3 hours
26-492	Service Industry Externship .....	3 hours
Total		33 hours

## FASHION MERCHANDISING

The Certificate and Associate Degree programs in Fashion Merchandising develop an understanding of the principles, procedures, and business enterprises involved in the production, distribution, and consumption of fashion apparel.

### ONE YEAR CERTIFICATE

60-101	Written English .....	3 hours
11-150	Introduction To Business .....	3 hours
25-101	Textiles .....	3 hours
25-102	Clothing .....	3 hours
25-301	Advanced Clothing .....	3 hours
11-201 and 202	Introductory Accounting .....	6 hours
11-300	Retailing .....	3 hours
11-370	Advertising .....	3 hours
12-205	Principles of Economics .....	3 hours
11-360	Salesmanship .....	3 hours
25-450	Service Industry Externship .....	3 hours
Total		36 hours

### TWO YEAR ASSOCIATE IN SCIENCE DEGREE

60-101 and 102	Written English .....	6 hours
11-150	Introduction to Business .....	3 hours
25-101	Textiles .....	3 hours
25-102	Clothing .....	3 hours
11-201 and 202	Introductory Accounting .....	6 hours
11-340	Marketing .....	3 hours
12-205	Principles of Economics .....	3 hours
12-206	Economic Problems .....	3 hours
25-301	Advanced Clothing .....	3 hours
25-210	Demonstration Techniques .....	2 hours
25-302 or 25-306	Tailoring or Home Furnishings .....	3 hours
25-403	Consumer Economics .....	3 hours
11-345	Written Communications in Business .....	3 hours
11-350	Retailing .....	3 hours
11-370	Advertising .....	3 hours
11-360	Salesmanship .....	3 hours
25-450	Service Industry Externship .....	3 hours
Electives .....		6 hours
Total		62 hours

## **COURSE DESCRIPTIONS**

### **21-200. FOUNDATIONS OF AMERICAN EDUCATION**

*Credit, three hours.*

The central focus of the course is an examination of the relationship between the school as a social institution and the larger society. This is accomplished through a variety of ways, but mainly through a combination of philosophical, historical and problem-oriented inquiry into that relationship. The assumption is that a teacher who has developed an understanding of the vital relationships between school and society is in a position to see his professional roles beyond the narrow confines of the classroom, and out of such a perspective, will emerge a more sensitive and effective teacher.

### **21-301. ADOLESCENT DEVELOPMENT**

*Credit, three hours.*

A course designed for those with a professional interest in adolescence. Course content emphasizes cognitive, physical, and psychosocial-affective variables which affect adolescent development. A field experience is required for those in education. Education students must schedule a free three hour block of time each week during public school hours to meet this requirement. A comparable project is required of those not in education.

### **21-302. EDUCATIONAL PSYCHOLOGY**

*Credit, three hours.*

A course designed to acquaint the student with theories and models of learning and teaching. Emphases are placed on the generation, implementation and evaluation of teaching strategies. A field experience is required for those in education. Education students must schedule a free three hour block of time each week during public school hours to meet this requirement. A comparable project is required of those not in education.

### **21-303. HUMAN DEVELOPMENT: GROWTH AND LEARNING**

*Credit, three hours.*

A course exploring the psychological variables which enter into the teaching-learning process of the elementary school classroom. Open only to elementary education majors. Prerequisite: 21-200.

### **21-305. AUDIO VISUAL AIDS**

*Credit, three hours.*

A foundation course designed to acquaint the student with the use of audio visual aids in the chain of communications. The course content will consist of: (1) the historical, philosophical and psychological reasons for the use of audio visual aids; (2) production and use of audio visual aids; and (3) operating the audio visual hardware. Prerequisite: Education majors must have completed 21-200.

### **21-308. FOUNDATIONS OF EARLY EDUCATION**

*Credit, three hours.*

A course designed to acquaint students with historic background and modern-day trends relative to the aims and content of curriculum in Early Education. Prerequisites: 21-200, 21-303.

### **21-310. EDUCATIONAL SOCIOLOGY**

*Credit, three hours.*

The course is designed to acquaint the student with education as a distinctively social phenomenon subject to objective scientific analysis. A sociological perspective on education requires that the student "step back" from that which he is examining, set aside his personal and cultural biases and take a long, hard look at the phenomenon of education.

### **31-313. HISTORY AND PHILOSOPHY OF EDUCATION**

*Credit, three hours.*

The course engages in a philosophical and historical analysis of some of the major traditions of American educational thought and practice. The perspective is primarily historical in that important themes are dealt with through historical expositions coupled with an ongoing analysis of their philosophical underpinnings.

## **21-316. METHODS AND FIELD EXPERIENCE IN SCIENCE AND MATHEMATICS**

*Credit, two hours.*

Methods and Field Experience in Science and Mathematics is part of the professional program developed to provide opportunities to acquire knowledge and skills necessary to the teaching profession in these support areas. The course requires six hours of clinical experience per week (three hours on Tuesday and Thursday afternoons), in the public school classroom with a weekly hour long class session throughout the semester. This course should be included in the students program before Directed Teaching. Prerequisites: 21-200, 21-303.

## **21-317. METHODS AND FIELD EXPERIENCE IN SOCIAL STUDIES**

*Credit, two hours.*

Methods and Field Experience in Social Studies is the first field experience in the methods sequence. The student should be taking 21-303, Human Development: Growth and Learning at the same time. The student will spend six hours a week (Tuesday and Thursday afternoons) working as an instructional aide in a public school classroom and one hour in a seminar class designed to orient him to the teaching experience and provide instruction in materials and methods in the teaching of social studies. He will be required to develop and teach an integrated unit in the social studies area which will incorporate teaching skills and concepts and constructing learning centers. Prerequisites: 21-200, 21-303..

## **21-400. INSTRUCTIONAL STRATEGIES IN EARLY EDUCATION**

*Credit, three hours.*

A course designed to acquaint students with instructional strategies and materials appropriate to instruction in a variety of Early Education environments. Prerequisites: 21-200, 21-303, 21-308, 25-304.

## **21-401. CLINICAL EXPERIENCES IN EARLY EDUCATION**

*Credit, three hours.*

A laboratory course incorporating clinical experiences necessary to the assimilation of those approaches unique to preschool environments. Prerequisites: 21-200, 21-303, 21-308, 25-304.

## **21-402. GENERAL METHODS IN ELEMENTARY EDUCATION, K-6**

*Credit, three hours.*

General Methods in Elementary Education (K-6) is taken concurrently with Directed Teaching. The course is a part of a block which also includes Audio-Visual Aids and Remedial Reading. It is taught intensively during the first 10-12 days of each semester and then continues throughout the semester in the weekly half-day seminars for students in their fulltime clinical experience. Prerequisites: 21-200, 21-303, 21-412, 21-316, 21-317.

## **21-404. PRINCIPLES AND PRACTICES OF SECONDARY EDUCATION, GRADES 7-12**

*Credit, four hours.*

Provides the student with a background in the theory of Secondary Education which will correlate principles and techniques of teaching in secondary schools with the actual practices in current use. Introduces lesson and unit planning and a variety of methods of teaching including lecturing, discussion techniques, group dynamics, assignments, reviews and drills. Classroom routines, homeroom activities, record keeping and extracurricular programs are considered. The course attempts to show the interrelationships of various disciplinary areas and how each subject matter teacher is a member of an interacting team. Frequent visits to public schools keep the student aware of the realities inherent in the classroom situation. A number of class sessions will be devoted to how the secondary teacher can aid and assist students in improving their reading skills. Prerequisites: 21-200, 21-301, 21-302, Admission to the Professional Block.

## **21-407. GENERAL METHODS: MIDDLE SCHOOL, 4-8**

*Credit, three hours.*

General Methods: Middle School (4-8) is taken concurrently with Directed Teaching, as part of the professional block which also includes, Remedial Reading and Audio-

Visual Aids. It is taught extensively during the first 11-12 days of each semester and continues through the balance of the semester during the half-day weekly seminars that are part of the Directed Teaching experience. Prerequisites: 21-200, 21-303, 21-316, 21-317, 21-412, 21-442.

## **21-408. PROBLEMS IN ELEMENTARY EDUCATION**

*Credit, one to six hours.*

Problems in Elementary Education is primarily for in-service elementary school teachers in need of completing requirements for certification. Specific objectives will be decided upon with individual participants. Prerequisites and corequisites are dependent upon the participants' individual academic program. Prerequisite: Permission of Education Division Chairman, letter of recommendation from School Superintendent (May be optional).

## **21-409. PROBLEMS IN SECONDARY EDUCATION**

*Credit, one to six hours.*

This course is recommended for in-service secondary teachers. Specific objectives will be worked out with the participants, who will choose the area in which they wish to work either individually or with a group. General and specific methods, materials of instruction, guidance and other items related to the field of secondary education will be taken up as a workshop experience.

Prerequisite: Permission of Education Division Chairman.

## **21-412. METHODS AND FIELD EXPERIENCE IN LANGUAGE ARTS**

*Credit, two hours.*

A field experience in an elementary school six hours per week for a full semester in which the student will assist in the teaching of Language Arts and Reading. In addition, he will attend one class hour a week devoted to methods and materials in the Language Arts. Prerequisites: 21-200, 21-303.

## **21-415. EDUCATIONAL TESTS AND MEASUREMENTS**

*Credit, three hours.*

A course designed to develop a knowledge of psychological instruments available for the appraisal of human behavior and skill in administering and interpreting those tests and measurements frequently used in school situations. Prerequisite: Permission of instructor.

## **21-417. PRINCIPLES AND PRACTICES OF GUIDANCE**

*Credit, three hours.*

The course emphasizes the role of the classroom teacher in the guidance program of modern elementary and secondary schools. Techniques of guidance to enable children and youth to make wholesome adjustments to modern life will be stressed. Recommended for all future teachers. Interpretation of the results of tests is a part of this course. Prerequisites: 21-200, 21-301, 21-302, or permission.

## **21-420. THE TEACHING OF MATHEMATICS AND EDUCATIONAL MEDIA**

*Credit, three hours.*

A special methods course for secondary education majors in Mathematics. An in depth study of special methods, curriculum, problems and techniques involved in mathematics instruction. Prerequisites: 21-200, 21-301, 21-302. "This course is not taught every semester. Students should check in advance with division chairman."

## **21-421. THE TEACHING OF ENGLISH AND EDUCATIONAL MEDIA**

*Credit, three hours.*

Current approaches in the teaching of English in the secondary school. Topics include basic teaching procedures and approaches in composition, literature, and grammar; the secondary reading program; critical examination of recent texts; educational media in the field of language arts instruction; materials of instruction. Prerequisites: 21-200, 21-301, 21-302. (Taught only during the fall semester)



## **21-422. THE TEACHING OF SOCIAL STUDIES AND EDUCATIONAL MEDIA**

*Credit, three hours.*

This course is designed to acquaint the student with the philosophy, aims, and methods of teaching social studies in the secondary school. Prerequisites: 21-200, 21-301, 21-302. (Taught only during the fall semester)

## **21-423. THE TEACHING OF SCIENCE AND EDUCATIONAL MEDIA**

*Credit, three hours.*

Inquiry approach to teaching science is the major thrust of this course. The student is introduced or reacquainted with the objectives of secondary school science and how the inquiry method of teaching meets these objectives. Some time is spent identifying those cognitive and psychomotor skills that are important in the sciences, and the affective behaviors science education aims to develop. Each student is provided the opportunity to examine and evaluate current secondary science curricula and to prepare a unit stressing inquiry teaching. To focus attention on specific problems in secondary school science teaching, role playing is often employed. The culminating activity is the development and teaching of a "lesson" from the unit prepared. Throughout the course special emphasis is placed on media, safety, and science classroom-laboratory management. "This course is not taught every semester. Students should check in advance with division chairman."

## **21-424. THE TEACHING OF SCIENCE IN THE ELEMENTARY SCHOOL**

*Credit, three hours.*

A course designed to aid the prospective elementary teacher in the planning and administering of elementary science in grades one through six. Emphasis will be placed upon the organizing and presenting of such experiences as field trips, experiments, etc.

## **21-426. THE TEACHING OF MUSIC AND EDUCATIONAL MEDIA**

*Credit, three hours.*

A course designed to aid the participants in constructing a working philosophy of music in the schools in which all music activities and courses can be viewed in proper perspective. In addition, emphasis will be placed on the refining of known skills as applicable to the means by which music objectives can be realized; developing and administering the band and choral programs along with instrumental and vocal techniques; conducting such specialized music courses as music theory, history, and music appreciation; and examining appropriate teaching materials. A Field Experience in an area public school is required. Students must insure an open block of 3 hours per week in their schedule to allow for assignment to a public school. Prerequisites: 21-200, 21-301, 21-302, 32-227, and 32-325.

## **21-427. THE TEACHING OF ART AND EDUCATIONAL MEDIA**

*Credit, three hours.*

A course designed to acquaint the student with the nature of teaching art on the secondary level. The course covers the objectives of secondary art education, the psychology of perception and learning as it applies to art, current philosophical positions in art education and recent research within the field. A Field Experience in an area public school is required. Students must insure an open block of 3 hours per week in their schedule to allow for assignment to a public school. Prerequisites: 21-200, 21-301, 21-302, Second Semester Junior.

## **21-428. METHODS OF TEACHING HOME ECONOMICS AT THE SECONDARY LEVEL**

*Credit, four hours.*

This course deals with the problems directly related to teaching, beginning with the philosophy and objectives of home economics education and continuing through methods of developing the objectives and evaluating the results.

## **21-429. TEACHING HOME ECONOMICS AT THE ADULT LEVEL**

*Credit, two hours.*

A study of the philosophy, promotion, organization, methods and techniques of

working with out-of-school groups. Each student will participate in organizing and teaching an adult group.

### **21-430. THE TEACHING OF BUSINESS SUBJECTS AND EDUCATIONAL MEDIA**

*Credit, three hours.*

The psychology of skill building, specific devices and techniques of teaching of skills and objectives and problems in business education are provided. Prerequisites: 13-105, 13-327, 11-202, 13-403. "This course is not taught every semester. Students should check with division chairman."

### **21-431. SPECIAL METHODS OF TEACHING HEALTH, SAFETY AND PHYSICAL EDUCATION IN THE ELEMENTARY AND SECONDARY SCHOOLS**

*Credit, three hours.*

This course is designed to enable the student to apply the fundamental principles of learning and teaching in the areas of safety, health, and physical education at the elementary and secondary levels. A Field Experience in an area public school is required. Students must insure an open block of 3 hours per week in their schedule to allow for assignment to a public school. Prerequisites: 21-200, 21-301, 31-302, and consent of instructor.

### **21-442. BASIC COMPONENTS OF READING INSTRUCTION**

*Credit, three hours.*

A basic course in methods, materials, and techniques fundamental to developmental reading instruction at the elementary and secondary level. Prerequisites: 21-200, 21-301, and 21-302 or 21-303.

### **21-445. REMEDIAL READING**

*Credit, three hours.*

Methods, materials and techniques necessary to the diagnosis and remediation of reading problems in the classroom. Prerequisites: 21-200, 21-301, and 21-302 or 21-303, 21-442.

### **21-450. DIRECTED TEACHING IN THE ELEMENTARY SCHOOL, GRADES 1-6**

*Credit, six hours.*

Directed Teaching in the Elementary School: Grades 1-6 provides an extended (14-15 week) in-depth clinical experience in the public schools under the supervision of experienced personnel. It is the culminating clinical experience which affords the student the opportunity to fine-tune his teaching skills. Students ordinarily would enroll in 21-402, 21-443, and 21-305 concurrent with 21-450. Prerequisites: 21-200, 21-303, 21-316, 21-317, 21-412, 21-442, and acceptance into the professional block.

### **21-451. DIRECTED TEACHING IN THE ELEMENTARY SCHOOL, GRADES 1-6**

*Credit, three hours.*

Directed Teaching in the Elementary School: Grades 1-6 is to be combined with 21-452 or 21-453 to enable the student to complete the required six hours of directed teaching and to receive certification in elementary education with a teaching field in Early Education or certification for teaching in Middle Schools. It is also designed for individuals with unique problems such as those that may be associated with state certification or changes in teaching levels. This course provides in-depth clinical experience in the public schools under the supervision of experienced personnel. Prerequisites: 21-200, 21-303, 21-316, 21-317, 21-412, 21-442, and acceptance into the professional block and/or permission of the Education Division Chairman.

## **21-452. DIRECTED TEACHING IN EARLY EDUCATION, GRADES N-K**

*Credit, three hours.*

Directed Teaching in Early Education: Grades N-K provides an opportunity for the student interested in teaching on the early childhood level to develop the necessary competencies. The student ordinarily would enroll in 21-451 thus providing for the six semester hours necessary for meeting the Directed Teaching requirements. In addition the student also usually enrolls in 21-402, 21-443, and 21-305. This clinical experience provides the student with in-depth experience on the N-K level for approximately one-half of the semester. Prerequisites: 21-200, 21-303, 21-316, 21-317, 21-412, 21-442 and acceptance into the professional block.

## **21-453. DIRECTED TEACHING IN THE MIDDLE SCHOOL, GRADES 4-8**

*Credit, three hours.*

Directed Teaching in the Middle School: Grades 4-8 provides an in-depth clinical experience in the public school, at the appropriate grade level, under the supervision of experienced personnel. The extended immersion in the program of the middle school will provide the student opportunities to test his knowledge of the subject areas chosen, and to gain competence in the teaching skills. Students ordinarily would enroll in 21-402, 21-443, 21-305, and 21-451 concurrent with enrollment in 21-453. Prerequisites: 21-200, 21-303, 21-316, 21-317, 21-412, 21-442, and acceptance into the professional block.

## **21-455. DIRECTED TEACHING IN THE SECONDARY SCHOOL, GRADES 7-12**

*Credit, six hours.*

Gives insight, through study and observation, provides skill, through planning and teaching, to enable the graduates to handle successfully all types of teaching situations in secondary schools. Prerequisites: 21-200, 21-301, 21-302, 21-404, and special methods in a teaching field.

## **21-456. DIRECTED TEACHING IN COMPREHENSIVE FIELDS GRADES K-12**

*Credit, six hours.*

Limited to those students in the comprehensive K-12 programs in Physical Education, Art, and Music. Gives insight, through study and observation, provides skill, through planning and teaching, to enable the graduates to handle successfully all types of teaching situations in secondary and elementary schools. Prerequisites: 21-200, 21-301, 21-302, 21-404, and special methods in a teaching field.

## **21-480. ART MATERIALS & PROCEDURES**

*Credit, two hours.*

A lab type course concerned with the materials, methodology and sequence of secondary art. Practical experience is provided in unit construction and creative teaching. Prerequisite: 21-427.

# **PSYCHOLOGY\***

## **22-103-104. GENERAL PSYCHOLOGY**

*Credit, three hours each semester*

A two semester introductory course designed to acquaint the student with the components, problems, and techniques of studying human behavior. Prerequisite to 22-104: 22-103.

## **22-205. SOCIAL PSYCHOLOGY**

*Credit, three hours.*

A study of the interaction of individuals in group situations, the products of collective activity, and their influence upon the individual. Prerequisites: 22-103, 22-104, or 21-301, 21-302.

**22-302. PSYCHOLOGY OF MENTAL HEALTH**

*Credit, three hours.*

A course concerned with the dynamics of human adjustment to environmental demands. Prerequisites: 22-103, 22-104 or 21-301, 21-302.

**22-310. PSYCHOLOGY OF PERSONALITY**

*Credit, three hours.*

A study of a variety of theories of personality determinants, structure, and functioning. Prerequisites: 22-103, 22-104 or 21-301, 21-302.

**22-322. MENTAL HYGIENE FOR TEACHERS**

*Credit, three hours.*

A study of the principles of mental health and their application in establishing optimal learning situations in the classroom.

**22-360. ABNORMAL PSYCHOLOGY**

*Credit, three hours.*

A study of the classifications, dynamics, symptoms, and treatment of abnormal behavior. Prerequisites: 22-103, 22-104 or 21-301, 21-302.

\*All psychology courses are not offered every semester. Check with the Division as to their availability.

**COOPERATIVE TRAINING PROGRAM****24-341. TEACHING OF BRAILLE READING AND WRITING TO THE BLIND**

*Credit, three hours.*

**24-342. METHODS OF TEACHING BLIND CHILDREN, ELEMENTARY GRADES**

*Credit, three hours.*

**24-343. METHODS OF TEACHING BLIND CHILDREN, SECONDARY SCHOOL LEVEL**

*Credit, three hours.*

**24-408. DIRECTED TEACHING WITH DEAF CHILDREN**

*Credit, eight hours.*

**24-409. DIRECTED TEACHING WITH BLIND CHILDREN**

*Credit, eight hours.*

**24-453. THE TEACHING OF SPEECH TO THE DEAF**

*Credit, four hours.*

**24-454. THE TEACHING OF LANGUAGE TO THE DEAF**

*Credit, four hours.*

**24-455. COMMUNICATION WITH THE DEAF**

*Credit, two hours.*

This is an optional course and not required for a teacher certificate.

**HOME ECONOMICS****25-101. TEXTILES**

*Credit, three hours.*

Study of textile fibers, yarns, and construction techniques as a basis for selecting fabrics for clothing and the home.

**25-102. CLOTHING**

*Credit, three hours.*

Basic construction applied to projects suitable to individual needs. Emphasis is placed on the physiological, sociological, and economic aspects of dress.



## **25-201. FOOD FOR THE FAMILY**

*Credit, three hours.*

This course is a study of the nutritive value of basic foods used for everyday consumption by individuals and families. Special emphasis is placed on cooking principles.

## **25-202. FOOD AND MEAL MANAGEMENT**

*Credit, three hours.*

This course offers experience in planning, marketing, preparing and serving nutritionally adequate family meals. Consideration is given to typical family-meal problems and management of time, energy, and equipment. Prerequisite: Food for the Family 25-201.

## **25-210. DEMONSTRATION TECHNIQUES**

*Credit, two hours.*

A course designed to teach demonstration techniques and to give practical experience in the demonstration of foods, equipment, and clothing.

## **25-300. MARRIAGE RELATIONS**

*Credit, three hours.*

The process of marital adjustment, including the problems of dating, courtship, engagement, marriage, and pregnancy. Junior and senior standing.

## **25-301. ADVANCED CLOTHING**

*Credit, three hours.*

Modern and advanced techniques of clothing construction. Prerequisite: 25-102.

## **25-302. TAILORING**

*Credit, three hours.*

Construction of hand-tailored garments using couturier designs: professional tailoring techniques, custom-fitting, and fast-tailoring techniques. Prerequisites: Textiles 25-101, Clothing 25-102, Advanced Clothing 25-301.

## **73-303. THE FAMILY**

*Credit, three hours.*

A short history of types of families and a study of orderly family living.

## **25-304. CHILD DEVELOPMENT**

*Credit, three hours.*

A study of the physical, emotional, social, and intellectual development of the infant and preschool child. The two hours of class work are integrated with individual two hour laboratory experiences in the nursery school.

## **25-305. HOME EQUIPMENT**

*Credit, two hours.*

A study of the selection, operation, care, and use of home appliances.

## **25-306. HOME FURNISHINGS**

*Credit, three hours.*

The use of basic art principles in creating beauty, expressiveness, and functionalism in the home. Emphasis is given to applying the principles of design to furnishings for the home.

## **25-307. HOME MANAGEMENT**

*Credit, two hours.*

A study of the application of the principles of management to human and non-human resources in developing values and achieving individual and family goals. Prerequisites: Junior and senior standing. 25-201, 25-202, 25-318, 25-305 or permission.

## **25-308. HOUSING**

*Credit, three hours.*

A course designed to help individuals understand, accept and plan for the housing needs of today's families.

## **25-318. NUTRITION**

*Credit, three hours.*

A study of the essentials of adequate diets and the food sources of nutrients. Em-

phasis is placed on meeting the nutritional need of individuals of all ages and in a variety of situations.

### **25-403. CONSUMER ECONOMICS**

*Credit, three hours.*

A study of the opportunities and responsibilities of the consumer in purchasing commodities for use in promoting individual and family goals.

### **25-405. HOME MANAGEMENT RESIDENCE**

*Credit, three hours.*

Residence in home management entails living in the Home Management Residence. This experience provides the opportunity to apply the skills of management in a practical situation under supervision. Prerequisites: 25-201, 25-202, 25-305, 25-307, 25-318. Junior and senior standing. 8 week sessions.



*Foods classes teach the Home Economics major the basics of food preparation and meal management.*

### **26-490. SERVICE INDUSTRY EXTERNSHIP (FOODS)**

*Credit, three hours.*

Application of theoretical concepts to practical supervisory or managerial situations in restaurants. Lecture five times per semester to present oral and written reports on actual experience gained in relationship to theoretical concepts. Senior standing or permission.

### **26-491. SERVICE INDUSTRY EXTERNSHIP (FOODS)**

*Credit, three hours.*

Application of theoretical concepts to practical supervisory or managerial situations in restaurants. Lecture five times per semester to present oral and written reports on actual experience gained in relationship to theoretical concepts. Senior standing or permission.

### **26-492. SERVICE INDUSTRY EXTERNSHIP (HOTEL AND MOTEL)**

*Credit, three hours.*

Application of theoretical concepts to practical supervisory or managerial situations in hotels and motels. Lecture five times per semester to present oral and written reports on actual experience gained in relationship to theoretical concepts. Senior standing or permission.

### **25-410. SPECIAL STUDIES**

*Credit, one-four hours.*

Approval of instructor and advisor. Opportunity is provided for students with above average grades to do individual library or laboratory work on special problems in Home Economics not included in present courses.

### **25-430. SEMINAR**

*Credit, two hours.*

Survey and evaluation of recent research in the field of home economics education and selection of a problem for experimentation and evaluation. Senior standing.

### **25-450. SERVICE INDUSTRY EXTERNSHIP (FASHION MERCHANDISING)**

*Credit, three hours.*

Application of theoretical concepts to practical experience in retail department stores. Lecture five times per semester to present written and oral reports on actual experience gained in relationship to theoretical concepts. This should be the student's last course in the program sequence.

## **HOTEL, MOTEL AND RESTAURANT MANAGEMENT**

### **26-207. SURVEY OF FOOD SERVICES**

*Credit, three hours.*

Organization and basic operation of various types of quality food services. Fundamentals of preparation and meal planning, food production and service standards and techniques. Practice in evaluating food service installations. Field trips required.

### **26-303. LODGING MANAGEMENT**

*Credit, three hours.*

Functions of organization supervision and activation in organizations providing overnight accommodations. Consideration of others, policies, trade associations, collective bargaining, employee training and emphasis on human relations.

### **26-309. FOOD PRODUCTION SYSTEMS**

*Credit, three hours.*

Recognition and achievement of quality in development of systematic relationships between items, time, labor, equipment and costs in quantity food production. Quality procurement policies for food, beverages and related items.



## **DIVISION OF HEALTH, PHYSICAL EDUCATION, RECREATION AND SAFETY**



*Dr. Michael B. Josepfs, Division Chairman*

The Division seeks (1) to improve the quality of living by providing opportunities for students to acquire scientific knowledge, favorable attitudes, desirable habits of personal and community health, and safety, (2) to prepare teachers of health education, physical education, safety education, and coaches of sports activities for the elementary and secondary schools, (3) to prepare elementary school teachers to assume their responsibilities for the health education and physical education of their pupils, (4) to prepare students to do graduate work in health education, physical education, safety education, and recreation, (5) to prepare men and women for leadership in recreation, (6) to provide opportunities for students and faculty to participate in a variety of recreational activities, (7) to prepare students to enter the fields of corrective and physical therapy, and (8) to prepare first aid and water safety instructors under the auspices of the American Red Cross.



- Walter A. Barr, Jr.**, Assistant Professor of Physical Education. B.A., Shepherd College, 1962; M.A., Madison College, 1967. (1971)
- David E. Fincham**, Assistant Professor of Physical Education. B.A., Morris Harvey College, 1960; M.A., Marshall University, 1965. (1968)
- Richard L. Gibson**, Assistant Professor of Physical Education. B.S., Kent State University, 1967; M.A., University of Maryland, 1969; Ph.D., Kent State University, 1976. (1976)
- Joseph A. Manjone**, Associate Professor of Recreation. B.A., Pennsylvania State University, 1964; M.Ed., Pennsylvania State University, 1970; Ed.D. University of Georgia, 1976. (1977)
- Beverly K. Holden**, Associate Professor of Physical Education. B.S. and B.A. 1957, Shepherd College; M.Ed., Miami University, 1958. (1966)
- J. Michael Jacobs**, Assistant Professor of Physical Education. B.A., Bridgewater College, 1967; M.S., Madison College, 1970. (1971)
- Julia Anne Jones**, Instructor of Physical Education. B.A. Fairmont State College, 1951; M.P.H. University of Florida, 1957. (1976)
- Michael B. Josephs**, Professor of Health and Physical Education, and Chairman, Division of Health and Physical Education. B.S., Thiel College, 1938; M.Ed., 1941; Ph.D., 1950, University of Pittsburgh. (1969)
- Mark A. McHale**, Instructor of Physical Education. B.A., Shepherd College 1973; M.S., West Virginia University, 1975. (1975)
- Roger P. Parker**, Assistant Professor of Physical Education. A.A., Potomac State College, 1956; B.S., Morris Harvey College, 1958; M.A., Marshall University, 1964. (1967)
- Robert G. Starkey**, Assistant Professor of Physical Education and Director of Athletics. B.A., Shepherd College, 1958; M.S., West Virginia University 1967. (1968)

## **SPECIAL REQUIREMENTS FOR A TEACHING FIELD IN HEALTH AND PHYSICAL EDUCATION**

In addition to the academic courses, physical education and recreation majors are required to complete the following:

1. Participate in professional growth experiences with school age youth. Complete six of the following experiences. Experiences not to be repeated. A minimum of one for each year prior to senior year.
  - a. Observation for one semester in each area of specialization.
  - b. Participation in intramurals as a player.
  - c. Participation in intercollegiate athletics.
  - d. Participation in organization and/or administration of intramurals.
  - e. Participation in organization and/or administration of inter-collegiate athletics.
  - f. Participation in workshop clinic in activities related to each specialization.
  - g. Participation in organization and/or administration of workshop clinic in activities related to specialization.
  - h. Hold active membership and participate in majority of meetings in professional organization (SAHPER).
  - i. Participate in a State, District, or National professional meeting.
  - j. Participate in club activities sponsored by the Physical Education Division.
  - k. Certification as a sports official by the state certifying agency.
  - l. Teach an ARC First Aid Course of instruction.
  - m. Teach a water safety course of instruction.
2. During the sophomore or junior year, serve as a student assistant for one semester in the Physical Education Division.



**CURRICULUM FOR PHYSICAL EDUCATION K 12\***

Total Hours required—41

Theory .....	2
Foundations of Health and Physical Education 41-104 .....	3
Personal and Community Health 41-103 .....	3
Applied Anatomy and Exercise Physiology 41-324 .....	4
Kinesiology 41-405 .....	3
Tests and Measurements in Health Education and Physical Education 41-410 .....	2
Administration of Health and Physical Education 41-406 .....	3
Adapted Physical Education 41-401 .....	2
Care and Prevention of Athletic Injuries 41-304 or First Aid 41-353 .....	2
Administration of Intramurals 41-225 or Theory and Psychology of Coaching 41-343 .....	2
Officiating (Theory and Practice) .....	2
Football Officiating 41-251 .....	1
Basketball Officiating 41-252 .....	1
Field Hockey and Volleyball Officiating 41-260 .....	1
Basketball and Softball Officiating 41-261 .....	1
Movement Experiences .....	1
Team Sports .....	4
Basketball-Football 41-215 .....	2
Baseball-Wrestling 41-218 .....	2
Track and Field-Volleyball 41-229 .....	2
Soccer-Lacrosse-Softball 41-223 .....	2
Field Hockey-Basketball 41-224 .....	2
Individual and Dual Sports .....	2
Archery-Bowling 41-226 .....	2
Tennis-Badminton 41-227 .....	2
Golf-Angling 41-241 .....	2
Handball-Physical Conditioning-Paddle Tennis 41-242 .....	2
Movement-Rhythms 41-243 .....	2
Games and Aquatics 41-246 .....	2
Tumbling and Gymnastics 41-247 .....	2
Elementary School Physical Education Activities 41-110 .....	3

NOTE: Students preparing for certification for grades K through 12 must complete 21-431, Special Methods of Teaching Physical Education and Health Education in the Elementary and Secondary Schools, and must do student teaching at both the elementary and secondary levels.

NOTE: Science Requirement is in addition to the General Studies Program.

**CURRICULUM FOR PHYSICAL EDUCATION GRADES 7-12**

Total Hours Required—38

Theory .....	26
Foundations of Health and Physical Education 41-104 .....	3
Personal and Community Health 41-103 .....	3
Applied Anatomy and Physiology 41-324 .....	4
Kinesiology 41-405 .....	3
Tests and Measurements in Health Education and Physical Education 41-410 .....	2
Administration of Health and Physical Education 41-406 .....	3
Adapted Physical Education 41-401 .....	2
Care and Prevention of Athletic Injuries 41-304 or First Aid 41-353 .....	2
Theory and Psychology of Coaching 41-343 or Administration of Intramurals 41-225 .....	2
Officiating (Theory and Practice) .....	2
Football Officiating 41-251 .....	1
Basketball Officiating 41-252 .....	1
Field Hockey-Volleyball Officiating 41-260 .....	1

Basketball-Softball Officiating 41-261 .....	1	
Movement Experiences .....		12
Team Sports .....	4	
Basketball-Football 41-215 .....	2	
Baseball-Wrestling 41-218 .....	2	
Track and Field and Volleyball 41-229 .....	2	
Soccer-Softball-Lacrosse 41-223 .....	2	
Field Hockey and Basketball 41-224 .....	2	
Individual and Dual Sports .....	2	
Archery-Bowling 41-226 .....	2	
Tennis-Badminton 41-227 .....	2	
Golf-Angling 41-241 .....	2	
Handball-Physical Conditioning-Paddle Tennis 41-242 .....	2	
Movement-Rhythms 41-243 .....	2	
Games-Aquatics 41-246 .....	2	
Tumbling and Gymnastics 41-247 .....	2	

## CURRICULUM FOR PHYSICAL EDUCATION GRADES 4-8

Total Hours Required—24 .....		
Foundations of Health and Physical Education 41-104 .....	3	
Personal and Community Health 41-103 .....	3	
Elementary School Physical Education Activities 41-110 .....	3	
Tumbling and Gymnastics 41-247 .....	2	
Movement-Rhythms 41-243 .....	2	
Team Sports .....	2	
Basketball-Football 41-215 .....	2	
Baseball-Wrestling 41-218 .....	2	
Track and Field-Volleyball 41-229 .....	2	
Soccer-Lacrosse-Softball 41-223 .....	2	
Field Hockey-Basketball 41-224 .....	2	
Individual and Dual Sports .....	2	
Archery-Bowling 41-226 .....	2	
Tennis-Badminton 41-227 .....	2	
Golf-Angling 41-241 .....	2	
Handball-Physical Conditioning-Paddle Tennis 41-242 .....	2	
First Aid 41-353 .....	2	
Adapted Physical Education 41-401 .....	2	
School Health Problems 41-360 .....	3	

## CURRICULUM FOR HEALTH EDUCATION GRADES K-12

Total Hours Required—24 .....		
Applied Anatomy and Physiology 41-324 .....	4	
Personal and Community Health 41-103 .....	3	
School Health Problems 41-360 .....	3	
Current Trends in Health and Safety Education 41-409 .....	3	
Administration of Health and Physical Education 41-406 .....	3	
First Aid 41-353* .....	2	
Safety Education 41-216 .....	3	
Nutrition 25-318 or Marriage Relations 25-300 .....	3	

\*Care and Prevention of Athletic Injuries 41-304 and First Aid 41-353 to be taken by Physical Education majors to satisfy Health Education requirements.

Students selecting specializations in both Physical Education and Health Education must complete six hours of Health Education and related courses from the following, with the approval of the advisor; however, courses taken above may not be repeated.

Nutrition 25-318 or Marriage Relations 25-300 .....	3
Foundations of Health and Physical Education 41-104 .....	3
Mental Hygiene for Teachers 22-322 .....	3
First Aid 41-354 .....	1
Psychology of Mental Health 22-302 .....	3



Anatomy and Physiology 81-225 .....  
Anatomy and Physiology 81-226 .....

NOTE: Students preparing for certification for grades K through 12 must complete 21-431 Special Methods of Teaching Physical Education and Health Education in the Elementary and Secondary schools and must do students teaching at both the elementary and secondary levels  
NOTE: Science requirement is in addition to the General Studies Program.

CURRICULUM FOR SAFETY EDUCATION 7-12

Total Hours Required—17  
Safety Education 41-216 .....  
School and Highway Transportation 41-217 .....  
ELECT 2 HOURS FROM COURSES LISTED BELOW .....  
    Care and Prevention of Athletic Injuries 41-304 ..... 2  
    First Aid 41-353 ..... 2  
    First Aid 41-354 ..... 1  
    Disaster Preparedness and Emergency Systems 41-361 ..... 2  
Introduction to Driver and Traffic Safety Education 41-318 .....  
Laboratory Programs in Drivers Education 41-319 .....  
Current Trends in Health and Safety Education 41-409 .....  
SUGGESTED ELECTIVES  
    General Psychology 22-103 ..... 3  
    Industrial Safety 11-320 ..... 3  
    Occupational Safety and Health Act (OSHA) 88-312 ..... 3  
    Motorcycle Safety 41-219 ..... 2



## CURRICULUM FOR MAJOR IN RECREATION

The Recreation Specialist Curriculum gives the student a solid basis for a number of various recreation positions. The required field experiences permits specialization in Recreation Therapy, City and County Recreation, Y.M.C.A., and Scouting. The curriculum blends theory and practice to develop well prepared personnel for a career in Recreation.  
Total Number of Hours Required—67-69

### RECREATION COURSES ..... 18-20

Introduction to Recreation 41-140 .....	3
Recreation Leadership 41-345 .....	3
Community Recreation 41-314 .....	2
Camp Counseling 41-332 .....	2
Outdoor Education 41-370 .....	2
*Field Experiences in Recreation and Seminar 41-240 (sophomore yr.) .....	2
Field Experiences in Recreation and Seminar 41-450 .....	4-6

### COURSES RELATED TO RECREATION-HEALTH, PHYSICAL EDUCATION AND SAFETY ..... 12

Administration of Health and Physical Education 41-406 .....	3
Personal & Community Health 41-103 .....	3
First Aid 41-353 .....	2
Swimmer 41-300 .....	1
Advanced Life Saving 41-301 .....	1
Administration of Intramurals 41-225 .....	2

### COURSES IN AREA OF RECREATION ACTIVITIES ..... 10

(select 8 hrs. from following and 2 hrs. team sports)	
Games and Aquatics 41-246 .....	2
Tennis-Badminton 41-227 .....	2
Tumbling and Gymnastics 41-247 .....	2
Movement-Rhythms 41-243 .....	2
Golf-Angling 41-241 .....	2
Archery-Bowling 41-226 .....	2
Team Sports (Required) .....	2

### SCIENCES\* ..... 9

**Photography 83-310 .....	3
Environmental Conservation 84-304 or General Ecology 81-240 .....	3
Plant Taxonomy I 81-324 .....	2
Plant Taxonomy II 81-325 .....	1
Vertebrate Natural History 81-312 .....	4
Astronomy 84-105 .....	3

\*Required

\*Science in General Studies Program cannot be used for this requirement.

### JOURNALISM ..... 3

News Writing 62-204 or Introduction to Journalism 62-101 .....	3
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### PSYCHOLOGY ..... 3

General Psychology 22-103 .....	3
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### CREATIVE ARTS ..... 3

Crafts 31-352 .....	3
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### BUSINESS ADMINISTRATION ..... 3

Introduction to Business 11-150 .....	3
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<b>EDUCATION</b> .....	3
Audio-Visual Aids 21-305 .....	3
<b>DRAMATIC ACTIVITIES</b> .....	3
Elements of Dramatic Production 69-204 .....	3
<b>ELECTIVES</b> .....	14 hrs.

## SECOND TEACHING FIELD

Students who elect physical education K-12 or 7-12, health education K-1 or safety education 7-12 as a teaching field must choose a second teaching field. Course requirements for these fields will be found elsewhere in the catalog.

## CORRECTIVE THERAPY

Students taking a teaching field in physical education may also make an application through the division chairman for Physical Education 41-408 Field Work in Corrective Therapy at the Veterans Administration Center, Martinsburg, West Virginia.

### 41-101. BEGINNING SWIMMING

*Credit, one hour.*

The purpose of this course is to teach a student basic strokes in swimming.

### 41-103. PERSONAL AND COMMUNITY HEALTH

*Credit, three hours.*

The purpose of this course is to improve the quality of living by providing opportunities for students to acquire scientific knowledge, favorable attitudes, and desirable habits of personal and community health.

### 41-104. FOUNDATIONS OF HEALTH AND PHYSICAL EDUCATION

*Credit, three hours.*

The purpose of this course is to enable students to gain an overview of the Physical Education profession. Philosophy, history, and professional backgrounds will be presented, as well as psychological, sociological, and scientific principles of sport and physical activity.

### 41-110. ELEMENTARY SCHOOL PHYSICAL EDUCATION ACTIVITIES

*Credit, three hours.*

The purpose of this course is to develop a working knowledge of the fundamental movement patterns as they relate to games, rhythms, and gymnastics. In addition, teaching methods, program planning, and teaching opportunities in the public school system will be emphasized.

### 41-140. INTRODUCTION TO RECREATION

*Credit, three hours.*

The scope of this course shall be to relate to the history, purpose, and development of recreation. Each student shall acquire a full understanding and appreciation of leisure time and its impact on society. Career opportunities in recreation shall be explored and the place of recreation in social institutions will be discussed.

### 41-150-191. ORIENTATION IN PHYSICAL EDUCATION

*Credit, one hour.*

The purpose of these courses is to develop basic skills and an interest in lifetime sports, team sports, dance and aquatics. Students will register for two different activities each semester. Failure to do so will result in loss of credit. Classes are co-educational.

#### First 8 weeks

- 41-150 Tennis
- 41-151 Golf
- 41-152 Casting-Angling
- 41-153 Small Water Craft
- 41-154 Archery

#### Second 8 weeks

- 41-160 Swimming Orient.
- 41-170 Bowling
- 41-171 Volleyball
- 41-172 Paddle Tennis
- 41-173 Badminton

41-155 Physical Conditioning  
(Jogging, Hiking,  
Climbing)  
41-156 Gymnastics  
41-157 Team Handball  
41-158 Field Hockey  
41-159 Softball  
41-163 Camping  
41-165 Advanced Life Saving  
41-182 Back Packing  
41-183 Cycling  
41-191 Horseback Riding

41-174 Handball  
41-175 Physical Conditioning  
(weight training)  
41-176 Wrestling  
41-177 Self-Defense  
41-178 Folk Dance  
41-181 Advanced Tumbling &  
Gymnastics  
41-190 Snow Skiing  
41-191 Horseback Riding

## **41-202. INTERMEDIATE SWIMMING**

*Credit, one hour.*

The purpose of this course is to teach students who have completed the beginning course in swimming to improve basic skills and learn additional skills.

## **41-215. BASKETBALL-FOOTBALL**

*Credit, two hours.*

The purpose of this course is to enable students to develop basic skills and techniques in team sports such as football and basketball.

## **41-216. SAFETY EDUCATION**

*Credit, three hours.*

This course emphasizes principles, concepts and methodology of the safety movement, accident prevention and legal aspects involving school activities.

## **41-217. SCHOOL AND HIGHWAY TRANSPORTATION**

*Credit, two hours.*

An overview of the development, management and operation of school and highway transportation systems and their implications for the traffic safety educator. Prerequisite: 41-216.

## **41-218. BASEBALL-WRESTLING**

*Credit, two hours.*

The purpose of this course is to enable students to develop fundamental skills and techniques in the theory and practice of baseball and wrestling.

## **41-219. MOTORCYCLE SAFETY**

*Credit, two hours.*

The purpose of this course is to impart the knowledge, skills, and attitudes necessary to ride safely and efficiently in the highway transportation system. Prerequisite: 41-216.

## **41-223. SOCCER, LACROSSE, SOFTBALL**

*Credit, two hours.*

The purpose of this course is to enable development of basic fundamental skills and techniques in the theory and practice of team sports including soccer, lacrosse, and softball.

## **41-224. FIELD HOCKEY AND BASKETBALL**

*Credit, two hours.*

This course will provide the student with a fundamental knowledge of the skills and strategies of field hockey and basketball.

## **41-225. ADMINISTRATION OF INTRAMURALS**

*Credit, two hours.*

The scope of this course shall be to offer the students an opportunity to acquire field experiences in the administration of intramural activities. Each individual will be expected to give assistance in the organization, administration and supervision of intramural activities in the W.R.A. program and other organizations associated both on and off campus.



#### **41-226. ARCHERY-BOWLING**

*Credit, two hours.*

To enable the student to develop fundamental skills and techniques in the theory and practice of archery and bowling.

#### **41-227. TENNIS-BADMINTON**

*Credit, two hours.*

The purpose of this course is to enable students to acquire fundamental skills and techniques in the theory and practice of tennis and badminton.

#### **41-229. TRACK AND FIELD-VOLLEYBALL**

*Credit, two hours.*

The purpose of this course is to enable students to develop fundamental skills and techniques in the theory and practice of team sports: track and field, and volleyball.

#### **41-240. FIELD EXPERIENCES IN RECREATION AND SEMINAR**

*Credit, two hours.*

In sophomore year work as an assistant in a Recreation Program which has been approved by the Division. Consent of Chairman. Designed to acquaint students with practical experience in a recreational program. Apply one semester in advance.

#### **41-241. GOLF-ANGLING**

*Credit, two hours.*

To enable students to develop fundamental skills and techniques in the theory and practice of individual sports, including golf and angling.

#### **41-242. HANDBALL-PHYSICAL CONDITIONING-PADDLE TENNIS**

*Credit, two hours.*

The purpose of this course is to enable students to acquire fundamental skills and techniques in the theory and practice of teaching individual and dual sports: Handball-Physical Conditioning-Paddle Tennis.

#### **41-243. MOVEMENT-RHYTHMS**

*Credit, two hours.*

The course in Rhythms enables the student to learn basic rhythmic activities and to be able to select and present a graded program to elementary school children. In addition, this course is to give the student the experience and insight into the components of movement and their subdivisions. Also, each student will be expected to explain a bio-mechanical analysis of basic components of locomotor movement, stability activities, and manipulative activities which will be included in the course.

#### **41-246. GAMES AND AQUATICS**

*Credit, two hours.*

The course in games provides the opportunity for students to learn and present games for all age levels.

The course in aquatics is designed to offer three levels of aquatic instruction.

1. To teach the non-swimmer beginner skills of swimming.
2. To present the beginner with intermediate basic skills of several strokes, along with other basic water safety and rescue skills.
3. To introduce the swimmer to the understanding of good strokes and water safety skills.

#### **41-247. TUMBLING-GYMNASTICS**

*Credit, two hours.*

This course is to give future teachers of physical education an opportunity to learn the fundamental skills of tumbling and gymnastics. Teaching methods and safety skills will be emphasized in the class. Class members will be given an opportunity to participate as student instructors in the Freshman Orientation Tumbling and Gymnastic units.

#### **41-251. FOOTBALL OFFICIATING**

*Credit, one hour.*

This course is designed to acquaint the student with the rules, regulations, techniques, and mechanics associated with football officiating. Students will be expected to assist in officiating of various contests both on and off campus.

**41-252. BASKETBALL OFFICIATING***Credit, one hour.*

This course is designed to acquaint the student with the rules, regulations, techniques, and mechanics associated with officiating basketball. Students will be expected to assist in officiating of various contests both off and on campus.

**41-260. FIELD HOCKEY-VOLLEYBALL OFFICIATING***Credit, one hour.*

Officiating field hockey and volleyball to students interested in learning the proper techniques for officiating. The NAGWS rules will be used for field hockey and the National High School Federation rules will be used for volleyball. An opportunity to officiate intramurals will be offered.

**41-261. BASKETBALL AND SOFTBALL OFFICIATING***Credit, one hour.*

The techniques of officiating basketball and softball are offered to students interested in officiating these sports. The NAGWS rules will be used for softball and the National High School Federation rules will be used for basketball. An opportunity for officiating intramurals and ratings will be offered in basketball.

**41-300. SWIMMER***Credit, one hour.*

This course emphasizes advanced swimming skills, basic rescue and water safety.

**41-301. ADVANCED LIFE SAVING***Credit, one hour.*

This course emphasizes water safety skills. Satisfactory completion of this course certifies the student in Senior Life Saving by the American Red Cross. Students should be able to swim 500 yards continuously, using front crawl stroke, side stroke, a stroke done on the back using an inverted scissors or breaststroke kit, and breaststroke.

**41-302. WATER SAFETY INSTRUCTOR***Credit, one hour.*

This course emphasizes swimming skills from the beginner's through the advanced skills and also includes methods of teaching swimming skills. Satisfactory completion certifies the student as a Water Safety Instructor by the American Red Cross. Prerequisites: 41-300 and 41-301.

**41-304. CARE AND PREVENTION OF ATHLETIC INJURIES***Credit, two hours.*

A theory and laboratory course dealing with the prevention, care and strapping of athletic injuries. Particular emphasis is placed on safety in sports activities.

**41-314. COMMUNITY RECREATION***Credit, two hours.*

The purpose of this course is to enable the student to provide leadership in organizing and administering community recreation programs.

**41-318. INTRODUCTION TO DRIVER AND TRAFFIC SAFETY EDUCATION***Credit, three hours.*

An introduction to and analysis of the driving task. The theory and practical application will be provided. Prerequisite: 41-216.

**41-319. LABORATORY PROGRAM IN DRIVERS EDUCATION***Credit, four hours.*

An examination of the aims, objectives, and role of laboratory programs in driver and traffic education. Directed laboratory experiences with new drivers will be provided. Prerequisite: 41-216 and 41-318. This is the special methods course for Safety Education.

**41-324. APPLIED ANATOMY AND PHYSIOLOGY***Credit, four hours.*

The purpose of this course is to give the student a background in Anatomy and Physiology and then through lab work to demonstrate how the physiological functions change with exercise. Prerequisites: 41-104, 81-101, 81-102.

#### **41-326. BASKETBALL**

*Credit, one hour.*

Basketball will prepare the teacher-coach to teach fundamental skills and strategy. From this foundation, the teacher-coach will be prepared to coach advanced offensive and defensive tactics. Organization and the administration of a basketball program will also be covered. The psychology of the athlete and the training and conditioning of athletes will be discussed.

#### **41-328. TEAM SPORTS**

*Credit, one hour.*

This course will provide the student with a fundamental background in the following skills and strategies in the following sports: Field Hockey, Softball and Basketball.

#### **41-329. POWER VOLLEYBALL**

*Credit, one hour.*

This course will prepare the teacher-coach to be able to teach fundamental and advanced individual and team skills. From this foundation, the teacher-coach will be prepared to teach advanced offensive and defensive tactics. The organization and administration of a power volleyball program will be covered. The psychology, training, and conditioning of the athlete will be integrated into the course.

#### **41-332. CAMP COUNSELING**

*Credit, two hours.*

This course presents the history and philosophy of camping, various types of camps, camp organization and programming, camping activities, and skills essential for successful camp counseling. The American Camping Association's Campcrafter Course, several class camping trips, and a field trip to the Frederick County, Maryland, Outdoor School are a part of course content.

#### **41-343. THEORY AND PSYCHOLOGY OF COACHING**

*Credit, two hours.*

The student taking this course will be exposed to organization and theory of coaching, as well as differing philosophies of coaching. Prerequisite: Two hours Team Sports.

#### **41-345. RECREATION LEADERSHIP**

*Credit, three hours.*

The nature of leadership and the competencies of successful leadership. The purposes of recreation and the development of programs to achieve goals.

#### **41-353. FIRST AID**

*Credit, two hours.*

This is the standard and advanced course in first aid. Students who satisfactorily complete this course are certified by the American National Red Cross.

#### **41-354. FIRST AID**

*Credit, one hour.*

This is the instructor course in first aid. Students who satisfactorily complete this course are certified by the American National Red Cross as first aid instructors.

#### **41-360. SCHOOL HEALTH PROBLEMS**

*Credit, three hours.*

The purpose of this course is to establish the base of understanding which is requisite to the study of problems of curriculum planning and organization, methodology, and the selection and use of materials of health education in the classroom. One of the major course objectives is to enable students to be cognizant of health problems in the home, community, and school. Prerequisite: 41-103 and at least junior class standing.

#### **41-361. DISASTER PREPAREDNESS AND EMERGENCY SYSTEMS**

*Credit, two hours.*

This course is designed as a study of the major elements of disasters and emergencies and a systematic, organized method of preparedness planning for these unfortunate events. Safety practitioners and other individuals who share community leadership roles need preparation in planning for disasters and emergencies and this course is intended to provide such experiences from both theoretical and practical viewpoints. Prerequisites: 41-216 and 41-353 or 41-304.

**41-370. OUTDOOR EDUCATION***Credit, two hours.*

This course is designed to introduce students to the goals and functions of outdoor education internationally. The educational experience is enriched through participation in a wide variety of events learned in the outdoor setting.

**41-380. PERCEPTUAL MOTOR LEARNING***Credit, three hours.*

This course is designed to acquaint the student with the different aspects of learning motor skills. It will further enable the student to recognize deficiencies related to motor learning and adjust teaching procedures to cope with inherent disabilities. Prerequisite: 21-301 (or in progress)

**41-401. ADAPTED PHYSICAL EDUCATION***Credit, two hours.*

To acquaint the student with the problems underlying the need for an adapted physical education program. The course will cover the organization and administration of special physical education programs for the handicapped.

**41-402. PRACTICUM LABORATORY WORK IN ADAPTED PHYSICAL EDUCATION***Credit, two hours.*

This course in laboratory work offers the major student the opportunity to assist in the coordination and presentation of physical education services in the regular school or in a special education center. The purpose of the course is to enable students to closely observe and study exceptional children in order to better understand their basic physical education needs and to determine how to put into practice the educational theories of adapted physical education.

**41-405. KINESIOLOGY***Credit, three hours.*

The purpose of this course is to enable the student to understand and apply the principles of mechanics of body movement to sports and other activities. Prerequisite: 41-324.

**41-406. ADMINISTRATION OF HEALTH AND PHYSICAL EDUCATION***Credit, three hours.*

The purpose of this course is to enable personnel in physical education and related fields to understand and to interpret the philosophy, principles, problems, policies and procedures essential to the development of desirable programs in physical education and its related fields. Consent of instructor.

**41-409. CURRENT TRENDS IN HEALTH AND SAFETY EDUCATION***Credit, three hours.*

A study of current issues in health and safety. Organizational, administrative and supervisory problems of safety education as they relate to the total school and other specialized programs. Historical and philosophical aspects, evaluation, related professional organization and occupational opportunities. Prerequisites: 41-216 and consent of Instructor.

**41-410. TESTS AND MEASUREMENTS IN HEALTH EDUCATION AND PHYSICAL EDUCATION***Credit, two hours.*

The purpose of this course is to enable the student to develop testing techniques applicable to health and physical education. Prerequisite: 85-215.

**41-411. INDEPENDENT STUDY IN HEALTH, PHYSICAL EDUCATION, RECREATION, OR ATHLETICS***Credit, one to three hours.*

This course is designed primarily for seniors with averages of 3.0 or above who are seeking an opportunity for the investigation of professional problems. This study is particularly recommended for those students who plan to do graduate study in physical education or its related fields. Permission of the division chairman is required for enrollment in this course.



### **41-450. FIELD EXPERIENCES IN RECREATION AND SEMINAR**

*Credit, four or six hours.*

Assisting in an approved recreation program. Designed to give the student experience while working under a qualified director in a recreation program. Required to work 160-240 hours. Consent of Chairman. Apply one semester in advance.

\*Note: Students must apply for 41-240 and 41-450 at least one semester in advance.



## **DIVISION OF LANGUAGES AND LITERATURE**



*Dr. Lee Keebler, Division Chairman*

The Division of Languages and Literature offers a diverse number of programs which seek to enable college students to teach on the secondary or elementary level, to enter graduate school, or to pursue a professional career. Minor fields of study are available. Courses are offered in disciplines which do not lead to a degree, but whose purpose is to provide greater depth of knowledge. In addition to providing opportunities for learning practical language skills, the Division seeks to prepare students to live in the complex modern world by introducing them to perspectives offered by the humanities. Through these perspectives, sociological and personal barriers may be broken down, and the possibilities as well as the paradoxes of life, may be better understood.

**EACH DEPARTMENT HAS SPECIFIC OBJECTIVES:**

## **ENGLISH**

1. To encourage students to think critically and to communicate their thoughts effectively by teaching them the skills necessary to use the English language correctly on all occasions.
2. To contribute to a student's education in the humanities by exposing him to some of the world's best literature.
3. To prepare students capable of teaching English on the elementary or secondary level.
4. To provide students, particularly English majors, with a broad background in languages and literature which will enable them to pursue graduate study.
5. To give students a knowledge of the basic tools of the English field which will enable them to pursue any vocation with more ease and understanding.

## **JOURNALISM**

1. To prepare students to teach courses in journalism on the secondary level.
2. To train students to edit school papers, do publicity, or accept other journalistic responsibilities.
3. To give students a background in journalism sufficient to pursue graduate study in the field with the intent of teaching journalism or of entering a professional career in journalism.
4. To provide practical guidance in understanding and producing the materials of mass communication media as they exist in today's world.

## **LIBRARY SCIENCE**

1. To develop a competency-based media resource program for undergraduates.
2. To provide beginning teachers with sufficient skills in the use of media resource centers to enable them to serve as instructional leaders.
3. To educate the school library media specialist to function in instructional media centers in elementary through secondary schools.
4. To inculcate a foundation for graduate study in the field of librarianship.

## **MODERN LANGUAGES**

1. To introduce students to the language, literature, and culture of France and Germany.
2. To train students to teach French on the junior or secondary level.
3. To give students an adequate background in French or German sufficient to pursue graduate study, or to pursue a professional career where a knowledge of modern languages is necessary.
4. To encourage students who study French or German to spend a summer or a year abroad.
5. To impress on students, and professors in all divisions, the values attached to a knowledge of modern languages in such areas as grammar, pronunciation, literature, and history.

## **SPEECH, DRAMA, RADIO BROADCASTING**

1. To provide an opportunity for students to develop an understanding and an appreciation of speech, drama, and radio broadcasting as part of a general education.
2. To prepare students to teach speech and drama on the secondary, junior, or elementary level.



3. To provide students with a background which will enable them to pursue graduate study, or to pursue a professional career.
4. To give interested students additional practical experience in drama, forensics, and radio broadcasting through extra curricular activities on campus and off campus.
5. To instill in the student body a realization that the activities of the department are cultural and entertaining.

- William Barnhart**, Professor of English. B.A., 1947; M.A., 1949, University of Tennessee; Ph.D., University of North Carolina, 1955. (1971)
- Philip Bufithis**, Assistant Professor of English. B.A., Elizabethtown College, 1965; Overseas Certificate, Nottingham University, England, 1964; M.A., 1967; Ph.D., 1971, University of Pennsylvania. (1971)
- Margaret E. Byrer**, Assistant Professor of English. B.A., 1943; M.A., 1949, West Virginia University. (1959)
- Charles W. Carter**, Assistant Professor of English. B.A., 1965; M.A., 1966; Ph.D., 1972, University of North Carolina. (1972)
- Robert G. Coffeen**, Associate Professor of English. B.A., University of Florida, 1951; M.A., 1964; Ph.D., 1969, University of North Carolina. (1969)
- Ethel F. Cornwell**, Professor of English. A.B., University of Chattanooga, 1947; M.A., Middlebury College, 1949; Ph.D., Tulane University, 1955. (1969)
- Ilean A. Elliott**, Public Services Librarian. A.B., Shepherd College, 1954; M.S.L.S., Syracuse University, 1957; M.S., Shippensburg, 1974. (1961)
- Sara Jane Grissinger**, Assistant Professor of English. A.B., Gettysburg College, 1941; M.L.A., The Johns Hopkins University, 1966. (1969)
- Lee Keebler**, Professor of English, and Chairman, Division of Languages and Literature. B.A., Shepherd College, 1960; M.A., West Virginia University, 1962; Ph.D., University of Wisconsin, 1967. (1966)
- Zora Leimbacher**, Assistant Professor of French and German. B.A., Mills College, 1943; M.A., University of California, 1966. (1967)
- Russell Marks**, Assistant Professor of Speech. B.A., MacMurray College, 1968; M.A., 1969; Ph.D., 1972, Ohio University. (1972)
- Barbara A. Maxwell**, Chief Cataloguer. B.A., Shepherd College, 1966; M.S.L.S., Drexel University, 1968; M.L.A., The Johns Hopkins University, 1973. (1966)
- Floyd W. Miller**, Librarian. A.B., Findlay College, 1938; M.A., Western Reserve University, 1941; M.S., Library Science, University of Illinois, 1954. (1962)
- Robert Rogers**, Associate Professor of English. A.B., 1948; M.A., 1951, Vanderbilt University. (1962)
- George Wilson**, Assistant Professor of Speech and Drama. B.A., Shepherd College, 1959; M.A., Bowling Green State University, 1963. (1969)
- John Winters**, Associate Professor of English. B.S., Frostburg State College, 1960; M.A., West Virginia University, 1965; Ph.D., University of Maryland, 1975. (1970)
- Melvin C. Wyler**, Assistant Professor of Speech. B.A., The University of the South, 1951; M.A., Kansas State Teachers College of Pittsburgh, 1968. (1968)
- John R. Yost**, Assistant Cataloger. B.A., Fairmont State College, 1972; M.S.L.S., University of Kentucky, 1973. (1976)

## ENGLISH

### CURRICULUM FOR A TEACHING FIELD IN ENGLISH GRADES 7 THROUGH 12

Total hours required for a teaching field .....	42
Required courses:	
Modern Grammar 60-331 .....	3



Advanced Composition 60-332 .....	3
History of the English Language 60-405 .....	3
*Survey of English Literature 61-210 or 61-211 .....	3
Shakespeare 61-303 .....	3
Adolescent Literature 61-307 .....	3
American Literature 61-310 .....	3
Voice and Diction 69-200 .....	3
Oral Interpretation of Literature 69-323 .....	3
Basic Components of Reading Instruction 21-442 .....	3
<b>Electives</b>	
ONE course from each of the following groups:	
Major writers:	
Chaucer 61-430 .....	3
Milton 61-435 .....	3
Literature of other countries:	
Mythology 61-300 .....	3
Early Dramatic Literature 61-304 .....	3
Modern Dramatic Literature 61-305 .....	3
Bible as Literature 61-308 .....	3
World Literature 61-313 .....	3
World Literature 61-314 .....	3
Great Books 61-416 .....	3
Great Books 61-417 .....	3
Courses dealing with a genre:	
Short Story 61-301 .....	3
Poetry 61-309 .....	3
English Novel 61-315 .....	3
American Fiction 61-360 .....	3
American Poetry 61-361 .....	3
Literary Criticism 61-436 .....	3



Courses dealing with a literary period:

Contemporary American Literature 61-302 .....	3
Literature of the English Renaissance 61-306 .....	3
Victorian Literature 61-316 .....	3
Romantic Literature 61-317 .....	3
Eighteenth Century English Literature 61-321 .....	3
The Modern Novel 61-420 .....	3

Seminars: May be substituted for a course in any appropriate grouping listed above:

Seminar in Literature 61-405 .....	3
Seminar in Literature 61-406 .....	3
Seminar in Literature 61-407 .....	3

\*The English major will take both courses, 61-210 and 61-211, one of which is a General Studies requirement.

With the consent of the Chairman of the Division and the student's advisor, a student may substitute one course in theatre, speech or journalism for one English elective.

At the beginning of his senior year, the teacher candidate, as a prerequisite to enrollment in the Professional Block, must indicate participation in at least two laboratory activities: theater, forensics, radio, tutoring, or Seminar in Grammar. Approval is based upon written statements by the instructor(s) supervising such activities. The statements are then submitted to the student's advisor for verification and then forwarded to the Division Chairman.

All prospective English teachers will take Education 21-421, The Teaching of English, as part of the teaching block.

## **CURRICULUM FOR A TEACHING FIELD IN LANGUAGE ARTS GRADES 7 THROUGH 9**

Total hours required for a teaching field .....30

Required courses:

Modern Grammar 60-331 .....	3
Advanced Composition 60-332 .....	3
*Survey of English Literature 61-210 or 61-211 .....	3
Adolescent Literature 61-307 .....	3
American Literature 61-310 .....	3
Voice and Diction 69-200 or	
Oral Interpretation of Literature 69-323 .....	3
Basic Components of Reading Instruction 21-442 .....	3

Electives:

ONE course from each of the following groups:

Major writers:

Shakespeare 61-303 .....	3
Chaucer 61-430 .....	3
Milton 61-435 .....	3

Literature of other countries:

Mythology 61-300 .....	3
Early Dramatic Literature 61-304 .....	3
Modern Dramatic Literature 61-305 .....	3
World Literature 61-313 .....	3
Great Books 61-416 or 61-417 .....	3

Literary periods or a genre:

Short Story 61-301 .....	3
Contemporary American Literature 61-302 .....	3
Literature of the English Renaissance 61-306 .....	3
Poetry 61-309 .....	3
The English Novel 61-315 .....	3
Victorian Literature 61-316 .....	3

Romantic Literature 61-317 .....	3
Eighteenth Century English Literature 61-321 .....	3
American Fiction 61-360 .....	3
American Poetry 61-361 .....	3
The Modern Novel 61-420 .....	3
Elizabethan Drama 61-425 .....	3
Literary Criticism 61-436 .....	3
Seminars: May be substituted for a course in any appropriate groupings listed above:	
Seminar in Literature 61-405 .....	3
Seminar in Literature 61-406 .....	3
Seminar in Literature 61-407 .....	3

\*The English major will take both courses, 61-210 and 61-211, one of which is a General Studies Requirement.

With the consent of the Chairman of the Division and the student's advisor, a student may substitute one course in theatre, speech or journalism for one English elective.

At the beginning of his senior year, the teacher candidate, as a prerequisite to enrollment in the Professional Block, must indicate participation in at least two laboratory activities: theater, forensics, radio, tutoring, or Seminar in Grammar. Approval is based upon written statements by the instructor(s) supervising such activities. The statements are then submitted to the student's advisor for verification and then forwarded to the Division Chairman.

All prospective English teachers will take Education 21-421, The Teaching of English, as part of the teaching block.

**CURRICULUM FOR A TEACHING FIELD IN LANGUAGE ARTS GRADES 4 THROUGH 8**

Total hours required for a teaching field .....	22*
Required courses:	
Basic Components of Reading Instruction 21-442 .....	3
Remedial Reading 21-443 .....	3
Modern Grammar 60-331 or Advanced Composition 60-332 .....	3
Seminar in Grammar 60-439 or Seminar in Grammar 60-440 .....	1
Survey of American Literature 61-204 .....	3
Short Story 61-301 .....	3
Voice and Diction 69-200 .....	3
Elements of Dramatic Production 69-204 .....	3

\*This includes 61-204 which is a general studies requirement.

All prospective English teachers will take Education 21-421, The Teaching of English, as part of the teaching block.

**CURRICULUM FOR A MAJOR IN ENGLISH**

Total hours required for an English major .....	30
Required Courses:	
Modern Grammar 60-331 .....	3
Advanced Composition 60-332 .....	3
History of the English Language 60-405 .....	3
*Survey of English Literature 61-210 or 61-211 .....	3
Shakespeare 61-303 .....	3
American Literature 61-310 .....	3
Electives	
ONE course from each of the following groups:	
Major writers:	
Chaucer 61-430 .....	3
Milton 61-435 .....	3

## Literature of other countries:

Mythology 61-300 .....	3
Early Dramatic Literature 61-304 .....	3
Modern Dramatic Literature 61-305 .....	3
Bible as Literature 61-308 .....	3
World Literature 61-313 .....	3
World Literature 61-314 .....	3
Great Books 61-416 .....	3
Great Books 61-417 .....	3

## Courses dealing with a genre:

Short Story 61-301 .....	3
Poetry 61-309 .....	3
English Novel 61-315 .....	3
American Fiction 61-360 .....	3
American Poetry 61-361 .....	3
Literary Criticism 61-436 .....	3

## Courses dealing with a literary period:

Contemporary American Literature 61-302 .....	3
Literature of the English Renaissance 61-306 .....	3
Victorian Literature 61-316 .....	3
Romantic Literature 61-317 .....	3
Eighteenth Century English Literature 61-321 .....	3
The Modern Novel 61-420 .....	3

## Seminars: May be substituted for a course in any

appropriate grouping listed above:

Seminar in Literature 61-405 .....	3
Seminar in Literature 61-406 .....	3
Seminar in Literature 61-407 .....	3

\*The English major will take both courses, 61-210 and 61-211, one of which is a General Studies requirement.

**CURRICULUM FOR A MINOR IN ENGLISH**

Total hours required for an English minor ..... 27\*

## Required, 12 hours:

Shakespeare 61-303 .....	3
Electives from composition and literature courses numbered 300 or above .....	9

\*This includes 15 hours of General Studies requirements in the field of Languages and Literature as listed under the Program of General Studies.

**JOURNALISM****CURRICULUM FOR A MINOR IN JOURNALISM**

The curriculum for a minor in journalism requires 21 semester hours credit. It is suggested that a person minoring in the field of journalism take a major subject field in English, economics, political science, or business administration. Courses in foreign languages, sociology and Social Problems 73-205 would also be helpful.

Total hours required for a minor ..... 21

## Required courses:

News Writing 62-204 .....	3
Editing and Make-up 62-206 .....	3
News Story Types 62-305 .....	3
Feature and Editorial Writing 62-306 .....	3
Propaganda and Public Opinion 62-310 .....	3
Electives from the field of journalism .....	6





*Foreign language courses offer students an opportunity to learn about the cultures of other countries as well as their language.*

## **LIBRARY SCIENCE (SCHOOL LIBRARY-MEDIA)**

The School Library-Media curriculum is designed primarily to prepare students to become effective School Library-Media Specialists.

To pursue the School Library-Media courses in a sequential order the students should be enrolled in the program by the first term of their sophomore year. The student should contact the chairman of the department during his freshman year to plan his program.

All students in the School Library-Media program must earn a 2.0 grade in each course. Those students in the Teacher Education program must have an average of 2.5 for secondary education and 2.3 for elementary education in the School Library-Media courses and must have received admission to the Professional Education Block as prerequisite to enrollment in 63-318 Library Practice.

Students who expect to attend graduate school should strive for an average of 3.0. They should plan their courses so as to obtain a background of general knowledge. Electives should be selected from the areas of social studies, English, economics, sociology, political science, psychology, education, accounting, speech, business education, modern foreign languages (French or German). The ability to type is a necessity.

The School Library-Media specialization must be selected in combination with specialization for classroom teaching in grades K-12, 7-12, 7-9, or elementary grades 1-6. A minimum of 24 credit hours is required for West Virginia certification of School Library-Media personnel with these specializations. Student teaching will be done in the student's first field in order to give the prospective School Library-Media specialist the teacher's viewpoint as well as certification in that field.

## **CURRICULUM FOR A MINOR OR A TEACHING FIELD IN SCHOOL LIBRARY-MEDIA**

\*The program is subject to the new State Standards and will be modified in conformity with them. Students majoring in this department should consult with the division chairman for final requirements.

Required courses	24 hours
Library Materials for Children 63-302	3 hours
Library Materials for Adolescents 63-303	3 hours
Reference and Bibliography 63-306	3 hours
Instructional Media 63-310	3 hours
Cataloging and Classification 63-316	3 hours
Library Practice 63-318	3 hours
School Library Organization and Administration 63-327	3 hours
Audio-Visual Aids 21-305	3 hours

## **MODERN LANGUAGES**

### **CURRICULUM FOR A MINOR IN FRENCH**

Total hours required for a minor	24 hours
Required courses, 6 hours	
Elementary French 64-101, 102	6 hours
Electives, 18 hours:	
Intermediate French 64-203	3 hours
Intermediate French 64-204	3 hours
Survey of French Literature 64-303	3 hours
Survey of French Literature 64-304	3 hours
Applied Linguistics in Oral French 64-402	3 hours
Advanced French Conversation 64-403	3 hours
French Civilization and Culture 64-404	3 hours

Two semester hours may be deducted for each high school unit—maximum deduction, 6 hours

**SPEECH, DRAMA, BROADCASTING**

Students who enrolled prior to 1973 with a major in Speech and Drama or a teaching field in Speech will follow the catalog under which they entered.

**CURRICULUM FOR A MINOR IN SPEECH AND DRAMA**

Total hours required for a minor .....	24 hour
Required courses, 18 hours:	
Voice and Diction 69-200 .....	3 hour
Elements of Dramatic Production 69-204 .....	3 hour
Persuasive Speaking 69-300 or Public Speaking 69-315 .....	3 hour
Discussion: Principles and Types 69-319 or Argumentation and Debate 69-320 .....	3 hour
Play Direction 69-309 or Direction 69-311 .....	3 hour
Oral Interpretation of Literature 69-323 .....	3 hour

Electives, 6 hours

Three hours selected from speech or drama courses and three hours selected from broadcasting  
Electives to be approved by major professor.

**CURRICULUM FOR A MINOR IN COMMUNICATIONS**

Total hours required for a minor .....	2
Required Core, 9 hours:	
Choose 3 courses: One must be in the student's Emphasis Area	
Introduction to Journalism 62-101 .....	
Elements of Dramatic Production 69-204 .....	
Introduction to Broadcasting 69-211 .....	
Elements of Speech Communication 69-215 .....	



Shepherd's educational FM broadcasting station WSHC provides laboratory experiences for students in the Communications curriculum.



Emphasis Area, 15 hours: Select one of the following emphasis areas:

Broadcasting, 15 hours:

Play Direction 69-309 .....	3
Radio Announcing 69-213 .....	3
Advanced Radio Announcing 69-326 .....	3
Educational Broadcasting 69-329 .....	3
Persuasive Speaking 69-300 or	
Public Speaking 69-315 or	
News Writing 62-204 or	
Editing and Make-Up 62-206 .....	3

Drama, 15 hours:

Stagecraft and Scene Design 69-246 .....	3
Play Direction 69-309 .....	3
Acting 69-312 .....	3
History of the Theatre 69-341 .....	3
Direction 69-311 or	
Oral Interpretation of Literature 69-323 or	
Shakespeare 61-303 or	
Early Dramatic Literature 61-304 or	
Modern Dramatic Literature 61-305 .....	3

Journalism, 15 hours:

News Writing 62-204 .....	3
Editing and Make-Up 62-206 .....	3
News Story Types 62-305 .....	3
Feature and Editorial Writing 62-306 .....	3
Propaganda and Public Opinion 62-310 .....	3

Speech Communication, 15 hours:

Voice and Diction 69-200 .....	3
Persuasive Speaking 69-300 .....	3
Public Speaking 69-315 .....	3
Discussion: Principles and Types 69-319 .....	3
Argumentation and Debate 69-320 .....	3
Oral Interpretation of Literature 69-323 .....	3
Speech Correction 69-330 .....	3

## COURSE DESCRIPTIONS

### COMPOSITION

#### 60-100. FUNDAMENTALS OF GRAMMAR

*Credit, three hours.*

A basic study and review of English mechanics and grammar, including basic sentence units, sentence structure, sentence variety, recognition and avoidance of common grammatical errors, and graphics, designed to prepare the student to express himself, clearly, directly, and effectively.

#### 60-101. WRITTEN ENGLISH

*Credit, three hours.*

A study of the major types of expository writing; writing compositions developed by prescribed rhetorical modes. Prerequisite to all other English courses.

#### 60-102. WRITTEN ENGLISH

*Credit, three hours.*

A continuation of 60-101, with an introduction to literary types; extensive practice in various kinds of expository and critical writing with emphasis on the research paper. Prerequisite: English 60-101. Prerequisite to all other English courses.

#### 60-331. MODERN GRAMMAR

*Credit, three hours.*

A study of both descriptive grammar and transformational grammar as a basis for critical reading and effective speaking and writing. Prerequisites: 60-101 and 60-102.



### **60-332. ADVANCED COMPOSITION**

*Credit, three hours.*

A study of techniques and extensive practice in informative, persuasive, and contemplative writing. Prerequisites: 60-101 and 60-102.

### **60-362. CREATIVE WRITING**

*Credit, three hours.*

An applied study of basic stylistic and structural techniques characteristic of various forms of imaginative writing, analyzed in selected models, with particular emphasis given to a guided, constructive criticism of student writing submitted for class discussion. Consent of the instructor necessary for admission. Prerequisites: 60-101 and 60-102; 60-332 for non-liberal arts majors; liberal arts majors may substitute this course for 60-332 with the consent of the instructor and the chairman of the division.

### **60-405. HISTORY OF THE ENGLISH LANGUAGE**

*Credit, three hours.*

A study of modern English and its heritage, with emphasis on American English. Prerequisites: 60-101, 60-102 and 61-210 or 61-211.

### **60-438. SEMINAR IN GRAMMAR**

*Credit, one hour.*

The student marks for correction freshman exercises and compositions under the supervision of a member of the English staff. Prerequisite: junior or senior rank, successful completion of 60-331 and 60-332 and permission of instructor.

### **60-439. SEMINAR IN GRAMMAR**

*Credit, one hour.*

The student marks for correction freshman compositions under the supervision of a member of the English staff. Prerequisite: junior or senior rank, successful completion of 60-331 and 60-332, and permission of instructor.

### **60-440. SEMINAR IN GRAMMAR**

*Credit, one hour.*

The student marks for correction freshman compositions under the supervision of a member of the English staff. Prerequisite: junior or senior rank, successful completion of 60-331 and 60-332, and permission of instructor.

## **LITERATURE**

### **61-202. BACKGROUNDS OF LITERATURE**

*Credit, three hours.*

A study of all forms of children's literature, with emphasis on laying foundations for life-long enjoyment of literature, giving instruction and practice in story-telling, and establishing criteria and resources for book selection. Only candidates for the degree of Bachelor of Arts in Elementary Education and students with a minor or teaching field in Library Science may enroll in this course. Students in Secondary Education may, with the permission of the division chairman, take this course as an elective. Prerequisites: 60-101 and 60-102.

### **61-204. SURVEY OF AMERICAN LITERATURE**

*Credit, three hours.*

A critical study of representative writers and works from the Colonial Period to the present, with particular emphasis on the relationship of American literature to specific authors and works in World Literature. Prerequisites: 60-101 and 60-102.

### **61-210. SURVEY OF ENGLISH LITERATURE**

*Credit, three hours.*

A survey of major works of poetry and prose of the British literary tradition (Module A: *Beowulf*, Chaucer, *Sir Gawain and the Green Knight*; Module B: Milton, Dryden, Swift, Pope, Johnson; Module C: Carlyle, Tennyson, Browning, Arnold, Hardy, Hopkins, Conrad). The relationship of English Literature to specific authors and works in World Literature is emphasized. Prerequisites: 60-101 and 60-102.

## **61-211. SURVEY OF ENGLISH LITERATURE**

*Credit, three hours.*

A survey of major works of poetry and prose of the British literary tradition (Module A: Spenser, Shakespeare, Donne, Jonson; Module B: Blake, Wordsworth, Coleridge, Byron, Shelley, Keats; Module C: Yeats, Joyce, Lawrence, Eliot, Beckett, Auden). The relationship of English literature to specific authors and works in World Literature is emphasized. Prerequisites: 60-101 and 60-102.

## **61-300. MYTHOLOGY**

*Credit, three hours.*

Emphasis will be on Greek, Roman and Norse mythology and their influence on English and American writers. Various examples of Greek and Roman literature will be read in translation. Prerequisites: 60-101 and 60-102.

## **61-301. SHORT STORY**

*Credit, three hours.*

A careful reading and discussion of selected short stories with the dual purpose of developing the student's critical appreciation and acquainting him with the nature and development of the short story form. Prerequisites: 60-101 and 60-102.

## **61-302. CONTEMPORARY AMERICAN LITERATURE**

*Credit, three hours.*

A study of American fiction and poetry from the Second World War to the present. Prose selections range from Salinger to Vonnegut; poetry selections range from Roethke to Merwin. Black authors and song lyrics are included. Prerequisites: 60-101, 60-102 and 61-204.

## **61-303. SHAKESPEARE**

*Credit, three hours.*

A study of selected plays and the sonnets. Minor emphasis on Shakespeare's biography and Elizabethan background. Prerequisites: 60-101, 60-102, and 61-210 or 62-211.

## **61-304. EARLY DRAMATIC LITERATURE**

*Credit, three hours.*

A study of representative drama from Aeschylus to Ibsen. Prerequisites: 60-101 and 60-102.

## **61-305. MODERN DRAMATIC LITERATURE**

*Credit, three hours.*

A study of the drama from Ibsen to the present day. Representative plays from Europe, Britain, and America will be read and critically interpreted. The cultural and intellectual background of modern American theatre will be studied. Prerequisites: 60-101 and 60-102.

## **61-306. LITERATURE OF THE ENGLISH RENAISSANCE**

*Credit, three hours.*

The prose and poetry of the sixteenth and earlier seventeenth centuries, excluding the drama and Milton. Prerequisites: 60-101, 60-102 and 61-210 or 62-211.

## **61-307. ADOLESCENT LITERATURE**

*Credit, three hours.*

A study of adolescent literature including mythology, poetry, fiction, and drama, laying the foundations for a life-long enjoyment of literature, giving instruction and practice in the reading and interpretation of literature, and establishing criteria and resources for book selection. Required of secondary education majors 7-9 and 7-12.

## **61-308. BIBLE AS LITERATURE**

*Credit, three hours.*

A study of the various types of literature found in the Bible. Prerequisites: 60-101 and 60-102.

## **61-309. POETRY**

*Credit, three hours.*

Through a detailed study of selected English and American poems, this course intends to increase the student's awareness of the range, depth and variety of poetry and

to involve him in a serious consideration of the many aspects of the poetic experience: metrics, structure, diction, imagery, metaphor, tone and meaning. Prerequisites: 60-101, 60-102, and 61-210 or 61-211 or 61-204.

### **61-310. AMERICAN LITERATURE**

*Credit, three hours.*

An in depth study of major American writers of the nineteenth and twentieth centuries with primary emphasis on the artistic achievements of each figure. Some attention is also given to the development of characteristically American philosophical and social concepts as these are evidenced in the works being discussed. Prerequisites: 60-101, 60-102 and 61-204.

### **61-313. WORLD LITERATURE**

*Credit, three hours.*

Selections from masterpieces of Continental literature in translation, with special emphasis upon Hebrew, classical, Medieval, and Renaissance elements in the development of western literature and thought. Prerequisites: 60-101 and 60-102.

### **61-314. WORLD LITERATURE**

*Credit, three hours.*

A continuation of 313 from Renaissance to the present. Prerequisites: 60-101 and 60-102.

### **61-315. THE ENGLISH NOVEL**

*Credit, three hours.*

The course traces the development of the English novel through the works of major novelists of the eighteenth and nineteenth centuries. Prerequisites: English 60-101, 60-102 and 61-210 or 61-211.

### **61-316. VICTORIAN LITERATURE**

*Credit, three hours.*

A study of representative selections from the major poets and prose writers of the period. The thought content and literary form of the selections are emphasized. Attention is given to their reflection of the chief cultural and intellectual currents of the political and social history of the era. Prerequisites: 60-101, 60-102 and 61-210 or 61-211.

### **61-317. ROMANTIC LITERATURE**

*Credit, three hours.*

A study of the major writers of English Romanticism, with primary emphasis on the works themselves, but with some attention to the historical and intellectual backgrounds. Prerequisites: 60-101, 60-102 and 61-210 or 61-211.

### **61-321. EIGHTEENTH CENTURY ENGLISH LITERATURE**

*Credit, three hours.*

A study of selections from the principal writers of the period, including Dryden, Pope, Swift, Jonson, Boswell, and Gray. Some attention is given to biography and historical background. Prerequisites: 60-101, 60-102, and 61-210 or 61-211.

### **61-360. AMERICAN FICTION**

*Credit, three hours.*

Primarily a study of the American novel to the First World War, although key shorter works may also be included. The fiction of major nineteenth and early twentieth-century writers is discussed in its artistic, intellectual, and social significance. Prerequisites: 60-101, 60-102, and 61-204.

### **61-361. AMERICAN POETRY**

*Credit, three hours.*

A critical and historical study of the works of major American poets, from the Puritan period to the modern era, with attention given to significant lesser-known poets and to ethnic poetry. Prerequisites: 60-101, 60-102, and 61-204.

### **61-405. SEMINAR IN LITERATURE**

*Credit, three hours.*

A seminar course focusing on a literary genre, movement, period, or figure chosen by the Division Chairman and the instructor involved. The student is expected to attend

regular meetings of the seminar, participate in open discussions, and present a series of short written or oral reports related to the topic chosen for study. In addition, the student is expected to submit a major documented paper which individually investigates some aspect of the subject matter of the course as a whole. In addition to 61-405, a student may also take 61-406 and/or 61-407 and receive three hours credit for each course in which he enrolls. No one of this group of courses is a prerequisite for the other two, but permission of the instructor is necessary for admission. Prerequisites: 60-101 and 60-102.

### **61-406. SEMINAR IN LITERATURE**

*Credit, three hours.*

A seminar course with the same format and requirements as 61-405 but focusing on a different literary genre, movement, period, or figure chosen by the Division Chairman and the instructor involved. In addition to 61-406, a student may also take 61-405 and/or 61-407 and receive three hours credit for each course in which he enrolls. No one of this group of courses is a prerequisite for the other two, but permission of the instructor is necessary for admission. Prerequisites: 60-101 and 60-102.

### **61-407. SEMINAR IN LITERATURE**

*Credit, three hours.*

A seminar course with the same format and requirements as 61-405 but focusing on a different literary genre, movement, period, or figure chosen by the Division Chairman and the instructor involved. In addition to 61-407, a student may also take 61-405 and/or 61-406 and receive three hours credit for each course in which he enrolls. No one of this group of courses is a prerequisite for the other two, but permission of the instructor is necessary for admission. Prerequisites: 60-101 and 60-102.

### **61-416. GREAT BOOKS**

*Credit, three hours.*

An in depth study, in translation, of Continental classics which have exerted the greatest influence on the development of the history of ideas in the western world from the classical period through the Renaissance. All works are read in their entirety. Prerequisites: 60-101 and 60-102.

### **61-417. GREAT BOOKS**

*Credit, three hours.*

An in depth study in translation, of Continental classics which have exerted the greatest influence on the development of the history of ideas in the western world in the eighteenth, nineteenth, and twentieth centuries. All works are read in their entirety. Prerequisites: 60-101, 60-102.

### **61-420. THE MODERN NOVEL**

*Credit, three hours.*

A study of representative American, British, and European novelists of the 20th century, designed to acquaint the students with the themes, techniques, and artistic problems of the modern novel, and the relationship of the latter to the basic issues and concerns of modern man. Prerequisites: 60-101 and 60-102.

### **61-425. ELIZABETHAN DRAMA**

*Credit, three hours.*

This course involves study of the predecessors and contemporaries of Shakespeare, and the evolution of the different genres of Elizabethan drama. It is designed as a companion course to Shakespeare 61-303. Prerequisites: 60-101, 60-102, and 61-210 or 61-211.

### **61-430. CHAUCER**

*Credit, three hours.*

A study of Chaucer's language and art as they are revealed in his works, primarily in *Troilus and Criseyde* and *The Canterbury Tales*. Prerequisites: 60-101, 60-102, and 61-210 or 61-211.

### **61-435. MILTON**

*Credit, three hours.*

A study of selections from Stuart and Commonwealth verse, Donne, and Milton, vie-



wed against their literary and historical background. Chief emphasis is on Milton's lyric and epic poems. Prerequisites: 60-101, 60-102, and 61-210 or 61-211.

### **61-436. LITERARY CRITICISM**

*Credit, three hours.*

A historical survey and an applied study of significant principles and trends in literary criticism from the classical period to the twentieth century, with primary emphasis on the major literary critics and their principles which have been the most influential on the developing movement of western literature from the Renaissance to the modern period. Permission of the instructor necessary for admission. Prerequisites: 60-101 and 60-102.

### **61-441. INDEPENDENT STUDY IN ENGLISH**

*Credit, one to three hours.*

See Independent Study Program. Prerequisite: Six hours of advanced work in English.

## **JOURNALISM**

### **62-101. INTRODUCTION TO JOURNALISM**

*Credit, three hours.*

This is a general course designed to acquaint the student with the functions, aims, and effectiveness of the various agencies of mass communications, such as newspaper, radio and television, and magazines. The opportunities and duties of persons employed in mass communications are outlined.

### **62-204. NEWS WRITING**

*Credit, three hours.*

The principles of finding and shaping new material, the building of news stories and news style and actual practice in news writing are the major points of emphasis in the course.

### **62-206. EDITING AND MAKE-UP**

*Credit, three hours.*

The concentration is on the fundamentals of editing, including rewriting, copyreading, headlining, proofreading, page make-up and layout. The course will include practical work on the student publications.

### **62-301. HIGH SCHOOL JOURNALISM**

*Credit, two hours.*

This course is designed to train high school teachers in the methods of directing high school publications. A study of editorial, news writing, feature writing, advertising and circulation problems of high school publications is made.

### **62-305. NEWS STORY TYPES**

*Credit, three hours.*

Various news story types such as personal, society, speech, interview, accident and disaster, illness, death, crime, political, weather and special occasion stories will be studied. The major emphasis will be on writing.

### **62-306. FEATURE AND EDITORIAL WRITING**

*Credit, three hours.*

Half the course will be a study of the writing and marketing of the feature story or article. The other half will be spent in studying the purpose, value and content of the editorial.

### **62-310. PROPAGANDA AND PUBLIC OPINION**

*Credit, three hours.*

The student will study the social and psychological effects of propaganda, as well as methods of shaping news and news styles toward a reader's interest. Propaganda will be analyzed, and a study will be made of the ethics of newspaper propaganda and the newspaper as a social force.

### **62-311. NEWSPAPER ADVERTISING**

*Credit, three hours.*

Concentration will be upon advertising methods currently in use by newspapers. Emphasis will be placed upon the techniques of preparing advertising for the newspaper.

age, including product research and customer relations. The student will work one-half day a week in the advertising department of a local daily newspaper, have weekly conferences with the professor and pursue assignments of the course through use of a text and library books and periodicals. Prerequisite: Consent of the instructor.

## **62-327. RADIO PROGRAMMING**

*Credit, three hours.*

(see 69-327).

## **62-370. ADVERTISING**

*Credit, three hours.*

(see 11-370).

## **LIBRARY SCIENCE (SCHOOL LIBRARY-MEDIA)**

### **63-100. HOW TO USE MEDIA RESOURCES**

*Credit, one hour.*

A practical introductory course designed to familiarize the student with resources, methods, and procedures common to libraries and other resource centers. Classes meet twice a week for eight weeks. Open to all students.

### **63-302. LIBRARY MATERIALS FOR CHILDREN**

*Credit, three hours.*

A survey of the development of children's literature with emphasis on modern books and non-print materials. Evaluation of the standards and aids for selection of books and other materials for the elementary school library. Investigation of children's reading interests, levels and needs and of programs geared to these needs such as storytelling, book talks, etc. Students who are planning to become elementary school librarians are advised to take English 61-202, Backgrounds of Literature.

### **63-303. LIBRARY MATERIALS FOR ADOLESCENTS**

*Credit, three hours.*

A survey of books and non-print materials suitable for the young adult in junior and senior high school, with emphasis on current interests and materials. Study of the standards and the basic aids for selection, as well as practice in techniques of reading guidance and promotional programs, such as book talks, booklists, etc.

### **63-306. REFERENCE AND BIBLIOGRAPHY**

*Credit, three hours.*

An introductory study of standard reference books and reference theory. Practice in selection, evaluation and use of reference books applicable to school libraries.

### **63-310. INSTRUCTIONAL MEDIA**

*Credit, three hours.*

Principles and practices in the selection, organization, and production of non-book materials and promotional media, such as bulletin boards, filmstrips, tapes, etc.

### **63-316. CATALOGING AND CLASSIFICATION**

*Credit, three hours.*

An elementary course in classifying materials according to Dewey Decimal system. Practical experience in classifying, cataloging, and filing. Problems peculiar to the school librarian will be discussed. Typing skill is necessary.

### **63-318. LIBRARY PRACTICE**

*Credit, three hours.*

One hundred hours of practice work in an elementary, junior, or senior high school library. This course is to be taken upon completion of all other Library Science courses. The student must plan for his own transportation to the practice libraries in the area.

### **63-327. SCHOOL LIBRARY ORGANIZATION & ADMINISTRATION**

*Credit, three hours.*

A survey of the philosophy, programs, procedures and problems in the administration of a school library, which includes planning, organization, and maintenance of materials and quarters, personnel supervision and cooperative relations with school members. Media Programs, District and School (1975) is studied in depth.

## **FRENCH**

### **64-101. ELEMENTARY FRENCH**

*Credit, three hours.*

The study of the fundamentals of the French Language, with stress on pattern exercises, questions and answers, readings and retellings of stories and French dialogue also stress in pronunciation during classes, and listening during required laboratory hours to French tapes.

### **64-102. ELEMENTARY FRENCH**

*Credit, three hours.*

A continuation of French 64-101. Independent story telling in French, also extensive study of regular and irregular verbs, idioms and readings in French prose. Prerequisite: 64-101.

### **64-203. INTERMEDIATE FRENCH**

*Credit, three hours.*

Review of French grammar, verbs and idioms; stress on pattern exercises in French reading and retelling of simple French stories. Prerequisites: 64-101 and 64-102.

### **64-204. INTERMEDIATE FRENCH**

*Credit, three hours.*

A continuation of French 64-203. Grammar reviews and pattern exercises supplemented with translations, readings and conversations in French. Prerequisites: 64-101, 64-102, and 64-203.

### **64-303. SURVEY OF FRENCH LITERATURE**

*Credit, three hours.*

The chief periods, authors and works of French literature from the Serments de Strasbourg to 1700. Prerequisites: 64-101 and 64-102 and consent of instructor.

### **64-304. SURVEY OF FRENCH LITERATURE**

*Credit, three hours.*

A continuation of French 64-303 with a stress on the major writers and literary movements from 1700 to the present day. Prerequisites: 64-101 and 64-102 and consent of instructor.

### **64-401. ADVANCED GRAMMAR AND COMPOSITION**

*Credit, three hours.*

An analytical study of the essential modern French forms of expression. Much emphasis is put on French syntax and its usage. The techniques of the best French writers are examined. Many themes on various topics have to be written. Prerequisites: 64-101, 64-102, 64-203 and 64-204.

### **64-402. APPLIED LINGUISTICS IN ORAL FRENCH**

*Credit, three hours.*

The pronunciation of French vowels, diphthongs, consonants, words and word groups. Selections of prose and poetry are read to perfect articulation and intonation. Prerequisites: 64-101, 64-102, 64-203 and 64-204.

### **64-403. ADVANCED FRENCH CONVERSATION**

*Credit, three hours.*

Organized practice in oral French. Intensive study of idiomatic expressions. Oral reports on everyday topics and on selected readings. Laboratory work. Prerequisites: 64-101, 64-102, 64-203 and 64-204.

### **64-404. FRENCH CIVILIZATION AND CULTURE**

*Credit, three hours.*

The formation of the French nationality. The geography, architecture, literature, music, science, education and political administration of France. Prerequisites: 64-101 and 64-102.

## GERMAN

### 65-101. ELEMENTARY GERMAN

*Credit, three hours.*

The study of fundamentals of the German Language, with stress on pattern exercises, questions and answers, readings and retellings of stories and German dialogue; also stress in pronunciation during classes and listening during required laboratory hours to records in German.

### 65-102. ELEMENTARY GERMAN

*Credit, three hours.*

A continuation of 65-101. Independent story telling in German, also extensive study of regular and irregular verbs, idioms, and readings in German prose. Prerequisite: 65-101.

### 65-203. INTERMEDIATE GERMAN

*Credit, three hours.*

Review of German grammar, verbs and idioms, stress on pattern exercises in German, reading and retelling of simple German stories. Prerequisites: 65-101 and 65-102.

### 65-204. INTERMEDIATE GERMAN

*Credit, three hours.*

A continuation of German 65-203. Grammar review and pattern exercises supplemented with translations, readings and conversations in German. Prerequisites: 65-101, 65-102, and 65-203.

## LATIN

### 66-101. INTRODUCTORY LATIN I

The study of the fundamentals of the Latin language. Drill in grammar and vocabulary.

### 66-102. INTRODUCTORY LATIN II

A continuation of Latin 66-101. Selected readings in prose and poetry.

## RELIGION

### 68-303. HISTORY OF CHRISTIANITY TO 1525

*Credit, three hours.*

The history of Christianity from New Testament times to the Reformation will be studied. Emphasis will be on geographical spread, significant persons, philosophies, governments and theological concerns.

### 68-308. OLD TESTAMENT

*Credit, three hours.*

In this survey of the Old Testament, concentration will be on the history of the Hebrew covenant-community of people, their understanding of life in relation to God and the literary forms in which they expressed this understanding.

### 68-309. NEW TESTAMENT

*Credit, three hours.*

The life and teachings of Jesus as described in the Gospels, the writings of Paul and the contents of other New Testament books will be studied along with certain critical questions regarding authorship and interpretation of New Testament material.

### 68-325. GREAT RELIGIOUS BOOKS

*Credit, three hours.*

This course examines a number of the great books which have helped shape classic Christian thought in Western culture. The concepts of law, justice, order, authority and salvation, as they occur in the writings of major religious thinkers are stressed. Selections from the Old and New Testaments, St. Augustine, Abelard, Aquinas, Luther, Calvin, Hooker, Pascal, Kant, Kierkegaard, Tillich, Bonhoeffer, Barth and Buber will be read and discussed.



## **SPEECH, DRAMA, BROADCASTING**

### **69-200. VOICE AND DICTION**

*Credit, three hours.*

This course employs phonetics, exercises in reading poetry, prose, drama and tape recordings to improve diction, voice quality, reading and speaking ability.

### **69-202. FUNDAMENTALS OF SPEECH**

*Credit, three hours.*

A course emphasizing the development of communicative skills in various speaking situations. Prerequisite: 60-101.

### **69-203. PLAY ACTING**

*Credit, three hours.*

Basic principles in acting stressed. Practice in acting and group rehearsal correlated with college theatre production.

### **69-204. ELEMENTS OF DRAMATIC PRODUCTION**

*Credit, three hours.*

A study of stagecraft, scene design, direction, acting, costuming, make-up, lighting, play selection, casting and theatre management. Students will be required to participate in dramatic activities of the college and do a concentrated study in one area.

### **69-207. THEATRE PRACTICE**

*Credit, one hour.*

Laboratory experience is gained by working on the dramatic productions offered by the college. Prerequisite: consent of the instructor.

### **69-208. THEATRE PRACTICE**

*Credit, one hour.*

Laboratory experience is gained by working on the dramatic productions offered by the college. Prerequisite: consent of the instructor.

### **69-209. RADIO PRODUCTION**

*Credit, one hour.*

Direct experience in the production of college programs. Assignments adjusted to student's interests and needs. Prerequisite: consent of the instructor.

### **69-210. RADIO PRODUCTION**

*Credit, one hour.*

Direct experience in the production of college programs. Assignments adjusted to student's interests and needs. Prerequisite: consent of the instructor.

### **69-211. INTRODUCTION TO BROADCASTING**

*Credit, three hours.*

Survey of radio, including history, legal aspects, mechanics of sound recordings and transmission, network and local station operations.

### **69-213. RADIO ANNOUNCING**

*Credit, three hours.*

Includes theory and practice of general announcing as well as preparations of newscasts, commercials, disc jockey shows and ad-lib productions. Prerequisite: 69-211 or consent of instructor.

### **69-215. ELEMENTS OF SPEECH COMMUNICATION**

*Credit, three hours.*

A survey of basic concepts of interpersonal communication, including speech processes, perception, motivation and human interaction. Prerequisite: 69-202 or consent of the instructor.

### **69-246. STAGECRAFT AND SCENE DESIGN**

*Credit, three hours.*

A study of the technical elements of play production. Set construction, painting, staging and design are the areas stressed. Students are required to do complete stage designs for two plays.

## **69-300. PERSUASIVE SPEAKING**

*Credit, three hours.*

The study of the principles of persuasion and their application to oral communication. Topics include attitude and motivation theories, increasing message persuasiveness, and building communicator credibility. Prerequisites: 69-202 or consent of instructor.

## **69-309. PLAY DIRECTION**

*Credit, three hours.*

Theory of stage direction and a survey of practical phases of production. Each student is required to prepare a complete production script of a one-act play for presentation in the college theatre.

## **69-311. DIRECTION**

*Credit, three hours.*

Further practice and experience in play directing. Each student is required to prepare a complete production script of a one-act play for presentation in assembly or evening performance.

## **69-312. ACTING**

*Credit, three hours.*

Principles of acting and writing for the stage will be studied. Experience in acting gained through the presentation of scenes in the classroom. Students will write a one-act play as a playwriting experience.

## **69-313. BROADCASTING LABORATORY**

*Credit, one hour.*

Supervised participation in college programs.

## **69-314. BROADCASTING LABORATORY**

*Credit, one hour.*

Supervised participation in college programs.

## **69-315. PUBLIC SPEAKING**

*Credit, three hours.*

A course designed to further develop the areas of fundamentals of public speaking. Emphasis placed on organization and presentation of materials. Prerequisite: 69-202 or consent of instructor.

## **69-319. DISCUSSION: PRINCIPLES AND TYPES**

*Credit, three hours.*

The study of communication in group situations. Topics include the social role of the small group, problem-solving techniques, leadership, personality barriers, language problems, conference planning and evaluation. Prerequisites: 69-202 or consent of instructor.

## **69-320. ARGUMENTATION AND DEBATE**

*Credit, three hours.*

The study of logic and reason in oral communication. Topics include the effectiveness of logical communications, the forms of logic, the application of logical analysis to human problems and the logical approach to organizing and developing oral messages. Prerequisites: Speech or consent of instructor.

## **69-323. ORAL INTERPRETATION OF LITERATURE**

*Credit, three hours.*

Study in the theory and practice of deriving the meaning from prose, poetry and drama and expressing these works effectively. Prerequisite: 69-202 or consent of instructor.

## **69-326. ADVANCED RADIO BROADCASTING**

*Credit, three hours.*

An advanced course in radio production styles combined with participation on the announcing staff of the college radio station. Prerequisites: 69-211 and 69-213 or consent of instructor.

### **69-327. RADIO PROGRAMMING**

*Credit, three hours.*

A basic course in radio production with emphasis on radio station management in which students prepare programs for the campus radio station. Prerequisite: 69-211 or consent of instructor.

### **69-329. EDUCATIONAL BROADCASTING**

*Credit, three hours.*

Advanced radio programming combined with the operation of control room facilities on radio station WSHC. Prerequisite: 69-211 or 69-213 and with consent of instructor.

### **69-330. SPEECH CORRECTION**

*Credit, three hours.*

A study and mastery of the International Phonetic Alphabet, language development and a survey of the major communicative disorders of speech are the areas emphasized.

### **69-331. INTERCOLLEGIATE FORENSIC ACTIVITY**

*Credit, one hour.*

Active participation in intercollegiate debate and/or individual events. Prerequisite: Consent of the instructor.

### **69-332. INTERCOLLEGIATE FORENSIC ACTIVITY**

*Credit, one hour.*

Active participation in intercollegiate debate and/or individual events. Prerequisite: Consent of the instructor.



**69-333. INTERCOLLEGIATE FORENSIC ACTIVITY**

*Credit, one hour.*

Active participation in intercollegiate debate and/or individual events. Prerequisite: Consent of the instructor.

**69-334. INTERCOLLEGIATE FORENSIC ACTIVITY**

*Credit, one hour.*

Active participation in intercollegiate debate and/or individual events. Prerequisite: Consent of the instructor.

**69-341. HISTORY OF THE THEATRE**

*Credit, three hours.*

The development of the theatre with special attention to period theatres and theatrical styles which influence modern stage presentations.

**69-415. INDEPENDENT STUDY IN SPEECH AND DRAMA**

*Credit, one to three hours.*

Designed for those students interested in speech and drama who desire to do independent study in some special field. See Independent Study Program. Prerequisite: six hours of advanced work in speech or drama.



## DIVISION OF SCIENCE AND MATHEMATICS



*Dr. Franklin W. Sturges, Division Chairman*

The Division seeks to:

1. Improve each student's use of mathematical skills.
2. Develop in each student appreciation for the power of mathematical approaches to problem solving and the importance of mathematics in society.
3. Increase each student's understanding of knowledge about our natural universe, appreciation for the scientific approach to gaining understanding, and awareness of the role of science in society.
4. Prepare elementary education students in mathematics and sciences.
5. Prepare secondary education students to teach biology, chemistry, general science, or mathematics.
6. Prepare students in traditional liberal arts subjects of biology, chemistry and mathematics for their personal fulfillment and service in business and government.
7. Prepare students for graduate school.
8. Prepare students for professions, including fire service, industrial safety, medical technology, nursing and park administration.
9. Prepare students to enter professional schools in dentistry, medicine, pharmacy, physical therapy and veterinary medicine.

- Charlotte R. Anderson**, Instructor of Nursing. A.A., Shenandoah College, 1972; B.S.N., Eastern Mennonite College, 1975; M.Ed. Madison College, 1976. (1975)
- Carl F. Bell**, Professor of Biology and Department Head. B.S., Muskingum College, 1955; Miami University, 1957, Ph.D., Ohio State University, 1961. (1961)
- Howard N. Carper, Jr.**, Associate Professor of Physical Science and Department Head. A.B., Shepherd College, 1952; M.S. Madison College, 1956. Ed.D., The American University, 1976. (1975)
- Linda Delosier**, Adjunct Clinical Instructor of Nursing. B.S.N., University of Maryland, 1964; M.P.H., University of Minnesota, 1969. (1975)
- John Diehl**, Professor of Chemistry and Department Head. A.B., Susquehanna University, 1952; M.S., 1954; Ph.D., 1959, Pennsylvania State University. (1965)
- David C. Eldridge**, Assistant Professor of Physics. B.S., Massachusetts Institute of Technology, 1960; M.A.T., Harvard University, 1960; Ph.D., Ohio University, 1974. (1974)
- Silvio E. Fiala**, Adjunct Professor. M.D., Charles University, Prague, 1937. (1972)
- Mary C. Hayward**, Assistant Professor of Nursing. B.S.N., University of Pennsylvania, 1967; M.S.N., Catholic University of America, 1973. (1977)
- James L. Kelso**, Assistant Professor of Mathematics. B.A., 1963; M.A.T. in Mathematics, 1967, Vanderbilt University. (1967)
- John C. Landolt**, Assistant Professor of Biology. B.A., Austin College, 1965; Ph.D., University of Oklahoma, 1970. (1970)
- Richard L. Latterell**, Associate Professor of Biology. B.A., University of Minnesota, 1950; M.S., The Pennsylvania State University, 1955; Ph.D., Cornell University, 1958. (1968)
- Barbara Manning**, Adjunct Clinical Instructor of Nursing. Graduate of Kings Daughters Hospital School of Nursing. (1973)
- Robert K. Mason**, Professor of Mathematics. B.A., Glenville State Teachers College, 1938; M.A., West Virginia University, 1947. Ed.D., West Virginia University, 1975. (1961)
- Peter C. Morris**, Associate Professor of Mathematics and Department Head. B.A., Southern Illinois University, 1959; M.S., University of Iowa, 1961; Ph.D., Oklahoma State University, 1967. (1972)
- Catherine A. Oliverio**, Adjunct Clinical Instructor of Nursing. St. Francis Hospital School of Nursing 1942; B.S.N.E., University of Pittsburg, 1953. (1973)
- Ruth Painter**, Adjunct Clinical Instructor of Nursing. Graduate of Kings Daughters Hospital School of Nursing. (1973)
- Carl K. Rauch**, Assistant Professor of Mathematics. B.S. and B.A., Shepherd College, 1958; M.Ed., University of Florida, 1959. (1968)
- Sue Reese**, Assistant Professor of Nursing and Director of Nursing. B.S., Hartwick College, 1955; M.S., Catholic University, 1974. (1974)
- Paul M. Saab**, Assistant Professor of Biology. B.A., 1957; M.S., 1961, West Virginia University. (1964)
- John F. Schmidt**, Associate Professor of Chemistry. B.S., Villanova University, 1960; Ph.D., Penn State University, 1967. (1968)
- Jerry Miller Smith**, Associate Professor of Mathematics. B.S., Waynesburg College, 1956; M.S., 1963; Ed.D., 1970, West Virginia University. (1964)
- Lita E. Soccino**, Instructor of Nursing. B.S., American University, 1953; M.A., West Virginia University, 1976. (1974)

**Franklin W. Sturges**, Professor of Science and Mathematics and Chairman, Division of Science and Mathematics. B.A., San Jose State College, 1952; M.A., 1955; Ph.D., 1957, Oregon State College. (1972)

**Eugene J. Volker**, Associate Professor of Chemistry. B.S., University of Maryland, 1964; M.S., Massachusetts Institute of Technology, 1967; Ph.D., University of Delaware, 1970. (1969)

**Charles H. Woodward**, Assistant Professor of Biology. B.A. and B.S., Shepherd College, 1959; M. Ed., in Science, University of Georgia, 1964.

## BIOLOGY

**Purpose:** The courses in biology are intended to acquaint the student with the living world around him; to provide an understanding of the fundamental life processes; to demonstrate scientific methods of approach to find solutions for problems; to cultivate an attitude of inquiry and research; to develop laboratory skills in various types of work in life science; to prepare students as teachers of biology; and to give pre-professional preparation in such fields as medicine, dentistry, veterinary medicine and other related fields.

### CURRICULUM FOR A MAJOR IN BIOLOGY

Total Hours in Biology Required for a Major ..... 34

Required Biology Courses:

Plants as Organisms 81-208 .....	4
Animals as Organisms 81-209 .....	4
Cell Biology 81-305 .....	4
Directed Research 81-315, 81-316 .....	2
Genetics and Evolution 81-344 .....	4
Developmental Biology 81-406 .....	4
General Ecology 81-420 .....	4

Eight additional hours to be selected from:

Microbiology 81-302 .....	4
Plant Pathology 81-310 .....	3
Vertebrate Natural History 81-312 .....	4
Invertebrate Natural History 81-313 .....	4
Plant Taxonomy I - Fall Flora 81-324 .....	2
Plant Taxonomy II - Spring Flora 81-325 .....	1
Comparative Anatomy 81-332 .....	4
Histology 81-401 .....	4
Plant Physiology 81-410 .....	3
Animal Physiology 81-412 .....	3
Seminar in Biology 81-413, 81-414 .....	1-2
Biological Research 81-415 .....	1-3
Special Topics in Advanced Biology 81-450 .....	1-4

Required related courses:

General Chemistry 82-207, 82-208, 82-209, 82-210 .....	8
General Physics 83-211, 83-212 .....	8
Development of Science Seminar 84-108 .....	1
Process of Science Seminar 84-109 .....	1

### CURRICULUM FOR A MINOR IN BIOLOGY

Total Hours in Biology Required for a Minor ..... 24

Required Biology Courses:

Plants as Organisms 81-208 .....	4
Animals as Organisms 81-209 .....	4
Cell Biology 81-305 .....	4

Two of the following three:

Genetics and Evolution 81-344 .....	4
Developmental Biology 81-406 .....	4
General Ecology 81-420 .....	4



Four additional hours to be selected from:

Microbiology 81-302 .....	4
Plant Pathology 81-310 .....	3
Vertebrate Natural History 81-314 .....	4
Invertebrate Natural History 81-313 .....	4
Plant Taxonomy I - Fall Flora 81-324 .....	2
Plant Taxonomy II - Spring Flora 81-325 .....	2
Comparative Anatomy 81-332 .....	4
Genetics and Evolution 81-344 .....	4
Histology 81-401 .....	4
Developmental Biology 81-406 .....	4
Plant Physiology 81-410 .....	3
Animal Physiology 81-412 .....	3
General Ecology 81-420 .....	4

Required related courses:

Elementary Chemistry 82-103, 82-104 or	
General Chemistry 82-207, 82-208, 82-209, 82-210 .....	8





**CURRICULUM FOR BIOLOGY TEACHING FIELD GRADES 7 THROUGH 12**

Hours required in Biology, Chemistry, and General Science .....	28
Development of Science Seminar 84-108 .....	1
Process of Science Seminar 84-109 .....	1
General Chemistry (or equivalent) 82-207, 209 .....	6
General Chemistry Lab (or equivalent) 82-208, 210 .....	2
Practicum 81-290 .....	1
Cell Biology 81-305 .....	4
Directed Research 81-315 .....	1
Genetics and Evolution 81-344 .....	4
Developmental Biology 81-406 .....	4
General Ecology 81-420 .....	4

A list of specific objectives of this program and of competencies a student must be able to demonstrate upon completion of this program should be obtained from one's advisor immediately after that person is assigned by the Division Chairman.

**CHEMISTRY**

**Purposes:** The department offers a comprehensive program of courses in chemistry designed to serve those students preparing: (1) to enter the field of industrial chemistry; (2) to enter graduate school in the field of chemistry; (3) to work in related fields where chemistry is an important part of their background; (4) to teach chemistry and general science; and (5) for a nonscience career where a broad educational background is needed.

**CURRICULUM FOR A MAJOR IN CHEMISTRY**

Total hours required for a major .....	33
<b>Required Courses:</b>	
General Chemistry 82-207, 82-208, 82-209, 82-210 .....	8
Organic Chemistry 82-315, 82-316 .....	8
Analytical Chemistry 82-321 .....	4
Instrumental Analysis 82-322 .....	3
<b>Physical Chemistry Group</b>	
Solution Chemistry 82-327 .....	3
Solution Chemistry Lab 82-328 .....	1
Spectroscopy 82-427 .....	2
Thermodynamics 82-428 .....	3
Thermodynamics Lab 82-429 .....	1

**Required related courses**

General Physics 83-211, 82-212 .....	8
Mathematics through Calculus .....	

**CURRICULUM FOR A MINOR IN CHEMISTRY**

Total hours required for a minor .....	24
<b>Required courses: 16 hours</b>	
General Chemistry 82-207, 82-208, 82-209, 82-210 .....	8
Organic Chemistry 82-315, 82-316 .....	8
<b>Electives: 8 hours</b>	
Inorganic Chemistry 82-301 .....	3
Radiochemistry 82-308 .....	3
Biochemistry 82-319 .....	3
Biochemical Techniques 82-320 .....	2
Analytical Chemistry 82-321 .....	4
Instrumental Analysis 82-322 .....	3
Seminar 82-331, 82-332 .....	2
<b>Physical Chemistry group</b>	
Solution Chemistry 82-327 .....	1
Solution Chemistry Lab 82-328 .....	1
Spectroscopy 82-427 .....	2
Thermodynamics 82-428 .....	3

Thermodynamics Lab 82-429 .....	1
Advanced Organic Chemistry 82-415, 82-416 .....	6
Special Studies 82-431, 82-432 .....	6

## **CURRICULUM FOR CHEMISTRY TEACHING FIELD GRADES 7 THROUGH 12**

Hours required in Chemistry .....	24
Required Courses in Chemistry .....	
General Chemistry 82-207, 82-208, 82-209, 82-210 .....	8
Organic Chemistry 82-315, 82-316 .....	8
Analytical Chemistry 82-321 .....	4
Solution Chemistry 82-327 .....	3
Solution Chemistry Lab 82-328 .....	1

## **GENERAL SCIENCE**

**Purposes:** To enable the student to acquire general knowledge of his physical and biological universe, to come to understand the sciences of chemistry, physics and biology as they affect his daily lives, to acquire general knowledge of resources and mineral products.

## **CURRICULUM FOR A GENERAL SCIENCE TEACHING FIELD GRADES 7 THROUGH 12**

Hours required for General Science .....	28
Required courses:	
Development of Science Seminar 84-108 .....	1
Process of Science Seminar 84-109 .....	1
General Biology 81-101 .....	4
General Biology 81-102 .....	4
Chemical Science 82-100 .....	4
Physical Science 84-103 .....	4
Meteorology 84-303 .....	3
Astronomy 84-302 .....	3
Geology 84-301 .....	3
Practicum 84-290 .....	1



*The study of optics is a basic part of the student's physics course work.*

**CURRICULUM FOR A GENERAL SCIENCE SPECIALIZATION FOR THE MIDDLE SCHOOL GRADES 4 THROUGH 8**

Hours required .....	24
Required courses:	
Life Science for Elementary Teachers 81-100 .....	4
Chemical Science 82-100 .....	4
General Physical Science 84-103 .....	4
Practicum 84-290 .....	1
Elective Field Biology Course and other science electives* to bring total science credit to 24	
semester hours .....	7

\*84-108 Development of Science and 84-109 Process of Science are highly recommended as electives for students in the curriculum.

**CURRICULUM FOR A MAJOR IN PARK ADMINISTRATION, NATURAL SCIENCE OPTION**

This curriculum is presented jointly with the Social Science Division. See the full description for the program in the section of this catalog for that Division on page 197.

General Studies requirements .....	47 hours
Additional specified courses .....	21 hours
General Psychology 22-103 and 22-104 .....	6
State and Local Government 72-102 .....	3
History of the U.S. 71-202 .....	3
Advanced Composition 60-332 or Public Speaking 69-315 .....	3
Environmental Conservation 84-304 or General Ecology 81-420 .....	3 or 4
Personnel Management 11-409 .....	3
Park Administration courses .....	21 hours
Introduction to Park Administration 79-201 .....	3
Park Management I 79-301 .....	3
Park Management II 79-302 .....	3
Parks in the Urban Setting 79-310 .....	3
State and Federal Park Policy 79-401 .....	3
Directed Field Placement (Natural Science Option) 79-450 .....	6
Natural Science Option .....	21 hours
Natural Science Interpretation 84-350 .....	3
Natural Science Electives with at least 6 hours from Biology (81) courses and 6 hours from General Science (84)	
courses listed below: .....	18
Plant Pathology 81-310 .....	3
Vertebrate Natural History 81-312 .....	4
Invertebrate Natural History 81-313 .....	4
Plant Taxonomy I and II 81-324, 81-325 .....	3
Plant Physiology 81-410 .....	3
Animal Physiology 81-412 .....	3
Intro. to Oceanography 84-210 .....	3
Meteorology 84-303 .....	3
Astronomy 84-302 .....	3
Geology 84-301 .....	3
Earth Science 84-305 .....	3

**MATHEMATICS**

**Purposes:** To lead students to a grasp of the beauty and power of mathematical ideas; to prepare the prospective teacher to teach creatively; to furnish mathematical tools necessary for other disciplines; and to help provide vocational direction when needed.

**CURRICULUM FOR A MAJOR IN MATHEMATICS**

Hours required .....	36
Trigonometry 85-106 .....	2
College Algebra 85-107 .....	2
Elementary Analysis 85-108 .....	2
Calculus with Analytic Geometry I 85-207 .....	4
Calculus with Analytic Geometry II 85-208 .....	4
Calculus with Analytic Geometry III 85-309 .....	4
Introduction to Abstract Algebra 85-312 .....	3
Computer Programming 85-317 .....	3
Electives approved by Math Department .....	12

Each major will select at least one, three hour course from each of the following areas:

<b>Area I.</b>	<b>Analysis</b>	<b>Area II.</b>	<b>Applied</b>	<b>Area III.</b>	<b>General</b>
Diff. Equations .....	85-401	Stat. Anal .....	85-314	Num. Theory .....	85-404
Diff Equations .....	85-402	Numerical Anal .....	85-318	Topic .....	85-405
Adv. Calculus .....	85-410	Theory of Prob. ....	85-321	Linear Algebra .....	85-407
Adv. Calculus .....	85-411			Int. to Topology .....	85-415
				Found. of Geom. ....	85-424

**CURRICULUM FOR A MINOR IN MATHEMATICS**

Hours required .....	23
Required courses:	
Trigonometry 85-106 .....	2
College Algebra 85-107 .....	2
Elementary Analysis 85-108 .....	2
Calculus with Analytic Geometry I 85-207 .....	4
Calculus with Analytic Geometry II 85-208 .....	4
Electives approved by Math Department .....	9

**CURRICULUM FOR MATHEMATICS TEACHING FIELD GRADES 7 THROUGH 12**

Hours required .....	33
Required courses:	
Trigonometry 85-106 .....	2
College Algebra 85-107 .....	2
Elementary Analysis 85-108 .....	2
College Geometry 85-200 .....	2
Introduction to Matrices 85-204* .....	2
Calculus with Analytic Geometry I 85-207 .....	4
Calculus with Analytic Geometry II 85-208 .....	4
Calculus with Analytic Geometry III 85-309 .....	4
Introduction to Abstract Algebra 85-312 .....	3
Statistical Analysis 85-314 .....	3
Computer Programming 85-317 .....	3
Foundations of Geometry 85-424 .....	2

\*85-407 Linear Algebra may replace 85-204 as a requirement.

**CURRICULUM FOR MATHEMATICS TEACHING FIELD GRADES 7 THROUGH 9**

Hours required .....	19
Required courses:	
Trigonometry 85-106 .....	2
College Algebra 85-107 .....	2
Elementary Analysis 85-108 .....	2
College Geometry 85-200 .....	2
Data Study 85-202 .....	1
Introduction to Matrices 85-204 .....	2
Introduction to Mathematics 85-215 .....	3
Introduction to Abstract Algebra 85-312 .....	3
Foundations of Geometry 85-424 .....	2



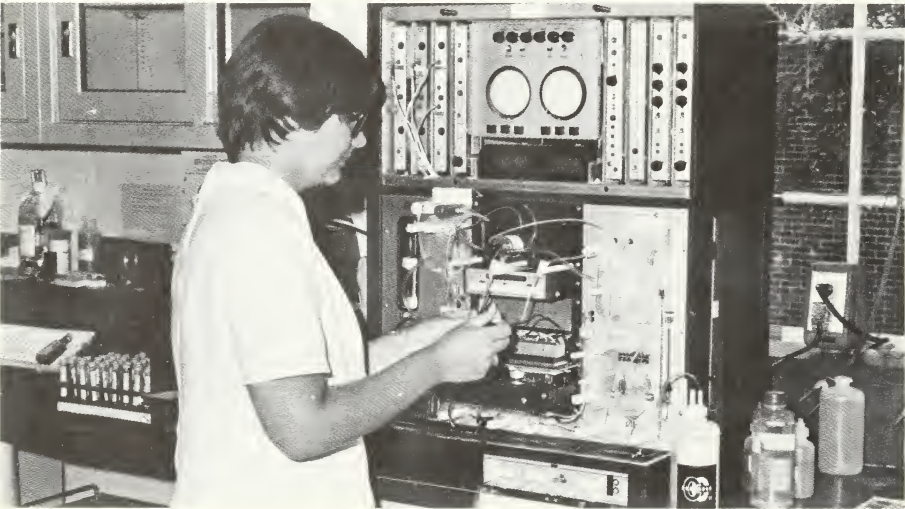
**CURRICULUM FOR A MATHEMATICS SPECIALIZATION FOR THE MIDDLE SCHOOL GRADES 4 THROUGH 8**

Hours required ..... 16

Required courses:

College Algebra 85-107 .....	2
Elementary Analysis 85-108 .....	2
College Geometry 85-200 .....	2
Data Study 85-202 .....	1
Introduction to Mathematics 85-215 .....	3
Mathematics for Elementary Teachers 85-300 .....	3
Introduction to Abstract Algebra 85-312 .....	3

For purposes of prerequisites to later courses, 85-104 is equivalent to 85-107; 85-105 is equivalent to 85-106 and 85-107. (Credit can be given for only one 85-104; 85-105 and 85-107.)



*Medical Technology Students may receive their practical training at the Martinsburg Veterans Administration Center.*

**NURSING**

**Purpose:** The Associate of Science Degree in Nursing program is designed to prepare the student to write the examination for licensure as a Registered Nurse and commence a career as a beginning practitioner of nursing. It is intended that the courses in nursing will develop within the student an awareness of the value and dignity of mankind; a view of the recipient of health care as an integrated unique individual, a member of a family or community group who will require nursing knowledge and skill. Relationships between health, illness and homeostasis will be examined; clinical skills will be developed as well as the ability to assess, plan, implement and evaluate nursing care in a variety of health settings.

In order to progress the student enrolled in the nursing program must not receive less than a "C" in each nursing course, and in Anatomy and Physiology, 81-225 and 81-226, must maintain a minimum of a 1.6 cumulative grade point average at the end of each semester and satisfy pre- and co-requisite requirements as scheduled. To receive the Associate of Science degree in Nursing, the student must have received a grade of at least "C" in each nursing course and also must have a 2.0 cumulative grade point average for all courses taken.

For sequence of prerequisite and corequisite courses which must be followed in order to progress in the Department of Nursing, see the Nursing Student Handbook.

An application for admission to the Nursing Program, in addition to the application for admission to Shepherd College, must be on file in the Nursing Department office by December 1 of the year preceding intended enrollment. After the applicant has filed the above mentioned applications, he must arrange for a personal interview with the Director of Nursing Education.

Candidates who are selected for the limited number of openings must possess a good scholastic background which includes the successful completion of courses in algebra and chemistry, good skills in communication and proficiency in English. In addition candidates must possess good physical and mental health.

## CURRICULUM FOR THE ASSOCIATE OF SCIENCE DEGREE OF NURSING

Required courses, first year, 36 semester hours

### *First Semester*

Human Anatomy and Physiology 81-225 .....	3
Written English 60-101 .....	3
Chemistry for Nurses 86-151 .....	4
Fundamentals of Nursing 86-101 .....	4
Clinical Nursing (6 hrs. clinical/wk) 86-103 .....	3

### *Second Semester*

Human Anatomy and Physiology 81-226 .....	3
Speech 69-202 .....	3
General Psychology 22-103 .....	3
The Life Cycle 86-102 .....	4
Clinical Nursing (2 hrs. clinical/wk) 86-104 .....	6

Required course, summer session, 5 semester hours

### *Summer Session*

Selected Emotional/Mental Health Problems in the Life Cycle 86-111 .....	5
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Required courses, second year, 32 semester hours

### *First Semester*

Microbiology 81-302 .....	4
Trends in Nursing 86-220 .....	2
Medical Surgical Nursing I 86-201 .....	4
Clinical Nursing (12 hrs. clinical/wk) 86-203 .....	3
Clinical Nursing (12 hrs. clinical/wk) 86-205 .....	3

### *Second Semester*

Sociology 73-203 .....	3
Medical Surgical Nursing II 86-202 .....	4
Clinical Nursing (12 hrs. clinical/wk) 86-204 .....	3
Clinical Nursing (12 hrs. clinical/wk) 86-206 .....	3
Elective .....	3

General Education Requirements .....	29	} 73 total
Nursing .....	44	

A minimum grade of C is required in all nursing courses.

## MEDICAL TECHNOLOGY

**Purposes:** The curriculum leading to the BS in Medical Technology is designed to prepare the student to write the examination for certification as a Medical Technologist. This is accomplished by three years of preparation in the sciences and general studies, followed by the fourth year in an internship capacity in a clinical agency.

The student must complete a minimum of 96 hours before leaving the Shepherd College Campus. The fourth year consists of 12 months of instruction and laboratory experience in an accredited Medical Technology program at a hospital such as Newton D. Baker Hospital at the Veterans Administration

Center, Martinsburg, West Virginia. Upon successfully completing this program, the participant will be granted a Bachelor of Science degree in Medical Technology. Graduates are eligible for certification by the Board of Registry of the American Society of Clinical Pathologists after having successfully passed the National Examination required for certification.

By a cooperative arrangement with Hagerstown Junior College those who complete the prescribed curriculum at Hagerstown Junior College may, if they meet the admission standards at Shepherd College, transfer to Shepherd College to complete their preparation for admission to the hospital clinical training. Transfer students must do a minimum of one year's work on the Shepherd College Campus before entering the clinical program.

It is the student's responsibility to apply for admission to the specific hospital programs of his choice. This should be investigated early in the junior year. The hospital passes on the admission of all candidates.

### **CURRICULUM FOR A MAJOR IN MEDICAL TECHNOLOGY**

Total Hours Required .....	86
Required Biology Courses .....	10
Human Anatomy and Physiology 81-225, 226 .....	6
Microbiology 81-302 .....	4
Electives in Biology .....	12
Cell Biology 81-305 .....	4
Genetics and Evolution 81-344 .....	4
Histology 81-401 .....	4
Developmental Biology 81-406 .....	4
Animals as Organisms 81-209 .....	4
Required Chemistry Courses .....	8
General Chemistry 82-207, 208, 209, 210 .....	8
Electives in Chemistry .....	15
Organic Chemistry 82-315, 316 .....	8
Analytical Chemistry 82-321 .....	4
Biochemistry 82-319 .....	3
Solution Chemistry 82-327 .....	3
Instrumental Analysis 82-320 .....	3
Biochemical Techniques 82-320 .....	2
Seminar 82-331 .....	1
Required Mathematics Courses .....	4
College Algebra 85-106 .....	2
Trigonometry 85-107 .....	2
Clinical Hours Required .....	37
Medical Technology I .....	9
Medical Technology II .....	13
Medical Technology III .....	15
Courses in Physics and Statistics are recommended.	

### **FIRE SERVICE AND SAFETY TECHNOLOGY**

**Purposes:** The curriculum is designed to prepare individuals to provide leadership in community and industrial fire prevention and suppression and industrial safety. Students may elect to pursue the 30 credit hour certificate program or the 64 credit hour Associate of Applied Science Degree program. Course offerings will be scheduled to encourage part-time student participation. Many of the courses will be taught by professionals in the field and will make use of the variety of facilities available in the region.

Associate of Applied Science Degree and Certificate Program* .....	64 hours
Required courses in department .....	20 hours
Introduction to Fire Service 88-101 .....	3
Fire Prevention 88-102 .....	3
General Physical Science 84-113 .....	4
Structures and Building Codes 88-201 .....	3

Hazardous Materials 88-202 .....	3
Emergency and Rescue Operations 88-203 .....	3
Practicum I 88-205 .....	1
Elective courses in department .....	10 hours

**Of special interest for students desiring to concentrate in fire service**

Fire Company Admin. 88-301 .....	3
Tactics and Strategy of Fire Suppression 88-302 .....	3
Fire Investigation 88-303 .....	3
Fire-Fighting Water Control 88-304 .....	3

**Of special interest for students desiring to concentrate in safety technology**

The Industrial Fire Brigade 88-311 .....	3
OSHA I 88-312 .....	3
Industrial Safety 11-320 .....	3
Automated Fire Protection Systems 88-313 .....	3

**Electives for either area of concentration**

Practicum II 88-351 .....	1
Special Topics (may be repeated for additional credit) 88-390 .....	1-4

\*The above 30 credit hours constitute a certificate program

Other required courses for the Associate Degree .....	25 hours
English 60-101, 102 .....	6
Speech 69-202 .....	3
Psychology 22-103 .....	3
First Aid 41-353, 354 .....	3
General Physical Science 84-104 .....	4
Sociology 73-203 .....	3
State and Local Government 72-102 .....	3

Other elective courses .....

9 hours

Elective courses should be selected with advisement. Suggested courses include Typewriting, Office Procedures, Written Communications in Business, Business Writing, Insurance, Human Relations in Industry, Psychology of Mental Health, Industrial Sociology, Audio-Visual Aids, Human Anatomy and Physiology, Photography, courses in the field of journalism, speech or mathematics courses.

## ELECTRONICS TECHNOLOGY

**Purposes:** The Electronics Technology program is designed to satisfy the desire of students to enter a technical field which has enjoyed very rapid growth in recent years. Current and projected technological demands of society promise a continued, probably ever-increasing need for technicians with considerable post-secondary training. This curriculum is based upon a sound foundation of mathematics and the physical and applied sciences. It develops both basic fundamentals in electricity and advanced theory, as in integrated circuits. Extensive practical laboratory experience is an integral part of the program. Students receive a background in the fundamentals of digital computers, industrial control systems, home entertainment equipment and the correct usage of test equipment.

The Associate of Science Degree program in Electronics Technology is provided through use of staff and facilities of Shepherd College and James Rumsey Vocational Technical Center. Technical aspects of the program are taught at James Rumsey VTC while theoretical and general education aspects are taught by Shepherd College faculty. The normal sequencing of the program would be for students to take the first 30 semester hours at James Rumsey VTC concurrently with the two basic mathematics courses (85-131 and 132) taught there by Shepherd College faculty, and the remaining 30 hours at Shepherd. However, there is no reason that students could not complete the Shepherd part of the program first, or take Shepherd evening classes along with their James Rumsey VTC course. The James Rumsey VTC part of the program is given sequentially six hours per day for eleven months, while Shepherd's program is on a course by course basis. While students are at



James Rumsey VTC they will be enrolled and supervised by that institution and will pay its fees. Students taking Shepherd courses, whether given on or off campus, will be enrolled at Shepherd and pay its fees. Academic credit only (not grades) will be awarded by Shepherd College to students transferring from James Rumsey VTC upon validation of student competencies.

Due to a limited number of student spaces for this program, individuals interested in the program should make application to both institutions before April 1 of the year of intended enrollment.

Upon successfully completing this program, the student will be granted the Associate of Science degree in Electronics Technology.



**REQUIRED JAMES RUMSEY COURSES TOTAL 30**

**Credit Hours**

D.C. Circuit Analysis R-501 .....	3
A.C. Circuit Analysis R-502 .....	3
Semiconductor Fundamentals R-503 .....	3
Electronics Lab I R-511 .....	3
Electronics Lab II R-512 .....	3
Introduction to Circuits and Systems R-504 .....	3
Basic Circuit Analysis R-505 .....	3
Advanced Circuit Analysis R-506 .....	3
Electronics Lab R-513 .....	3
Electronics Lab IV R-514 .....	3

## REQUIRED SHEPHERD COLLEGE COURSES TOTAL 36

Technical Math. I, II 85-131, 132 (or approved pre-calculus sequence) .....	6
Written English 60-101 .....	3
Written English 60-102 .....	3
General Physics 83-211 .....	4
General Physics 83-212 .....	4
Calculus with Analytic Geometry I 85-207 .....	4
Choose one from these two courses:	
Intro. to Bus. 11-150; Wr. Comm. in Bus. 11-345 .....	3
Choose one from these four courses:	
Econ. 12-205; Hist. 71-101; Gov. 72-101; Soc. 73-203 .....	3
Fundamentals of Speech 69-202 .....	3
Open elective .....	3
Total semester hours in program .....	66

## COURSE DESCRIPTIONS

### BIOLOGY

#### 81-100. LIFE SCIENCE FOR ELEMENTARY TEACHERS

*Credit, four hours.*

Inquiry into life science is the underlying theme of this course. Students are provided opportunities to develop those competencies that are important in the development of a level of understanding of biology that will allow them to perform effectively in this area as early childhood and elementary teachers. The goal will be skill development with the subject matter serving as a vehicle to meet this objective. Prerequisites: Open only to students pursuing degrees in Elementary and Early Childhood Education.

#### 81-101. GENERAL BIOLOGICAL SCIENCE

*Credit, four hours.*

Not For Biology majors. With 81-102 satisfies general education science requirement and part of General Science 7-12 teaching field requirement. Integrated approach to the biology of plants, animals and microorganisms. One-half centered around environmental principles, and one-half centered around organismic homeostatic (regulatory) principles. Laboratory topics and sequence closely integrated with lecture.

#### 81-102. GENERAL BIOLOGICAL SCIENCE

*Credit, four hours*

Not For Biology majors. With 81-101 satisfies general education science requirement and part of General Science 7-12 teaching field requirement. Integrated approach to the biology of plants, animals and microorganisms. One-half centered around reproductive principles, and one-half centered around cell physiology. Laboratory topics and sequence closely integrated with lecture.

#### 81-208. PLANTS AS ORGANISMS

*Credit, four hours.*

This course is part of the introductory sequence of core courses for a student pursuing some field in biology. The emphasis is on physiological and field approaches, involving the use of plants to illustrate general principles of biology. Attention is given to the morphological framework within which the physiological activities occur. The activities in plants are related to the patterns in which they impinge upon the economy of nature.

#### 81-209 ANIMALS AS ORGANISMS

*Credit, four hours.*

The study of general principles of biology that are either distinctive for the animal kingdom, or readily illustrated with zoological materials. Emphasizes the process of living, whole organisms, integrated with those principles of histology, morphology and phylogeny that are required for a balanced understanding of physiology.

## **81-225, 81-226. HUMAN ANATOMY AND PHYSIOLOGY**

*Credit, three hours each.*

Part of the introductory program in the nursing curriculum, and in the secondary education teaching fields in Health and Physical Education or Safety and Physical Education. The lecture and laboratory are closely related, and the structures and functions are presented as integrated and coordinated units designed to present a concept of the operation of whole human body. No prerequisites. 81-225 must precede 81-226.

## **81-290. PRACTICUM IN BIOLOGY TEACHING**

*Credit, one hour.*

Practicum in Biology Teaching is a one semester field experience required of students majoring in secondary education with a teaching field in biology. For two hours each week during one semester of the sophomore year students will be assigned to *visit and assist* in one or two biology classes in an area high school. The student will maintain a log and meet with a faculty member on a regularly scheduled basis to discuss this experience. Prerequisites: 82-208, 82-209, 82-207, and 82-210 or equivalents.

## **81-302. MICROBIOLOGY**

*Credit, four hours.*

Part of the required curriculum in nursing and medical technology, and a recommended elective for any biology student. The course will emphasize the impact of microbial activity on human health and disease, including the conditions contributing to microbial increase, spread and virulence, conditions contributing to the body responses leading to resistance and immunity, and methods of interceding in the usual etiology for the purpose of bringing about informed control. The non-medical aspects of microbiology will also be considered, in regard to the basic activities in interacting biological systems, as symbionts, as critical energy conversion agencies, as agents for driving biogeochemical cycles, and as experimental subjects for the discovery of basic biological principles such as intermediary metabolism and the genetic code.

## **81-305. CELL BIOLOGY**

*Credit, four hours.*

Cells are studied as the basic structural and functional units of biological organization. The course approaches definition of the living condition through examination of cellular, sub-cellular, and molecular architecture, and analysis of mechanisms by which cells metabolize, grow, reproduce and interact with their environments.

Through participation in open laboratories and utilization of autotutorial materials, supported by unit outlines which identify specific objectives, students are expected to acquire not only a mastery of the subject matter, but also demonstrate cognitive, affective and psychomotor skills essential to success in cell biology and other science courses. Lectures are devoted to introducing units, giving instructions and precautions, developing more difficult and/or controversial concepts, and reviewing. Specific times are set aside for class and group discussions. Individual conferences with the instructor are encouraged. Prerequisites: 81-208 and 81-209.

## **81-310. PLANT PATHOLOGY**

*Credit, three hours.*

A study of the morphology, life history, host range and physiology of the plant pathogenic fungi, bacteria, nematodes and viruses, and a study of the symptoms, pathological anatomy, physiological responses, economic importance and control measures of the more important plant diseases. Prerequisite: 81-208.

## **81-312. VERTEBRATE NATURAL HISTORY**

*Credit, four hours.*

Examination of the structural and functional characteristics of vertebrates as related to their use of various habitats. Identification, classification and field study of species of this region. Prerequisite: 81-101 or 81-209.

## **81-313. INVERTEBRATE NATURAL HISTORY**

*Credit, four hours.*

Intended as an elective course in the biology curriculum. A field oriented study emphasizing living organisms in their natural habitats, their life cycles and interaction with

man, other organisms and the physical environment. Collection, culture and identification of the major orders of the parasitic and free living fresh water and temperate terrestrial invertebrate phyla. Prerequisites: 81-208, 81-209.

### **81-315, 81-316. DIRECTED RESEARCH**

*Credit, one hour each.*

Directed Research is a two semester sequence of courses, carrying two semester hours credit, required of all biology majors and biology-general science teacher candidates.

Competencies in the utilization of the process of science and the communication of information obtained through its use is essential to both biologists and biology teachers. Directed Research provides the biology major and prospective teacher the opportunity to develop these competencies through a structured program of individualized, self-paced, laboratory-centered projects, carried out under the guidance of a faculty member, followed by the preparation and presentation of a formal research paper. Prerequisites: 81-208 and 81-209.

### **81-324. PLANT TAXONOMY I — FALL FLORA**

*Credit, two hours.*

First eight weeks of first semester. Field work in the identification of grasses, fall flowers and woody plants. Designed to illustrate the principles of nomenclature and descriptive morphology. Prerequisite: 81-208.

### **81-325. PLANT TAXONOMY II — SPRING FLORA**

*Credit, one hour.*

Second eight weeks of second semester. Field work in the identification of ferns and Spring flowering plants. Designed to illustrate the principles and applications of scientific nomenclature and descriptive morphology. Prerequisites: 81-208.

### **81-332. COMPARATIVE ANATOMY**

*Credit, four hours.*

A comparative study of organs and systems of representative forms of chordates keeping in mind the evolutionary development and relationships of these forms. Concepts of embryology are applied to an understanding of the adult organism. Laboratory work is concerned with a detailed dissection and comparative study of the amphioxus, necturus, dogfish and cat. Prerequisite: 81-209 or equivalent.

### **81-344. GENETICS AND EVOLUTION**

*Credit, 4 hours.*

Mechanisms of inheritance, the nature of genes and genetic systems are examined in relation to the capacities of living systems for continuity, self-regulation and adaptive change. Molecular, cellular and organismal reproduction are considered as processes of information storage, transfer and generation. The evolution of the gene concept is traced from its origin as mathematical abstraction, through progressive definition as a unit of nuclear structure and function, to final characterization as nucleic acid. Prerequisites: 81-208, 81-209, 81-305.

### **81-350. SPECIAL TOPICS FOR NON-MAJORS**

*Credit, 1, 2 or 3 hours.*

Elective in biology intended to stimulate an interest in nature or in areas of biology having public interest or political significance. Bird life, local flora, economic botany, psychopharmacology, biological energy resources are representative topics. Persons interested in a specific topic should contact the Division Chairman.

### **81-401. HISTOLOGY**

*Credit, four hours.*

A study of microscopic anatomy emphasizing organology, histology and cytology. It embraces a study of function and structure which complements the study of gross anatomy, but provides a structural basis for the study of physiology. Prerequisites: 81-209 and 81-322.



## **81-406. DEVELOPMENTAL BIOLOGY**

*Credit, four hours.*

The course content concentrates upon mechanisms and principles involved in cellular differentiation and integration that accompany development of organisms from single cells into complex, multicellular structures. Beginning with relatively simple organisms and progressing to more complex examples of higher plant and animal developmental processes, the student is exposed to both descriptive information and experimental investigative techniques. Prerequisites: 81-208, 81-209, 81-305, 81-344.

## **81-410. PLANT PHYSIOLOGY**

*Credit, three hours.*

Designed to acquaint the student with certain fundamental physiological processes. Emphasis is placed on physiological principles and their application to the living plant. One must have a background of biology and chemistry to qualify for this course. Prerequisites: 81-208 and 82-207, 82-208, 82-209 and 82-210.

## **81-412. ANIMAL PHYSIOLOGY**

*Credit, three hours.*

A study of the diverse ways in which different kinds of animals meet their functional requirements. One must have a background of biology and chemistry to qualify for this course. Prerequisites: 81-208 and 81-209 or equivalent and 82-207, 82-208, 82-209 and 82-210.

## **81-413, 81-414. SEMINAR IN BIOLOGY**

*Credit, one hour each.*

Recommended for juniors and seniors pursuing at least a minor program in biology. This course emphasizes library research and oral presentation of subjects of interest and importance in the various fields of biology. Permission of biology staff.

## **81-415. BIOLOGICAL RESEARCH**

*Credit, one to three hours.*

Students are given an opportunity to work on a research problem usually after a core course or a seminar in which the student has already done some preliminary work. This work is done under the direction of the biology staff. Prerequisite: By permission of Division Chairman

## **81-420. GENERAL ECOLOGY**

*Credit, four hours.*

This course emphasizes principles at the population, community and ecosystem levels of organization. It includes structural and functional relationships between organisms and their environments. Consideration will be given to man and his relationship to his environment. Prerequisites: 81-208 and 81-209.

## **81-450. SPECIAL TOPICS IN ADVANCED BIOLOGY**

*Credit, one to four hours.*

Elective for students who have had upper division biology courses. Intended to diversify or specialize a student's training beyond the regular curriculum, taking advantage of a local persons particular interest or skill, or of a faculty members interest or skill. The course will be pursued in a less formal but no less intensive fashion than the regular courses. Interested students should present specific proposals to the Division Chairman.

# **CHEMISTRY**

## **82-100. CHEMICAL SCIENCE**

*Credit, four hours.*

\* \* A laboratory centered course for students of elementary education and teaching specialization in general science. The physical and chemical properties of elements, compounds and mixtures will be observed, measured, and classified. The influence of chemistry on energy, ecology and daily life will be investigated. Prerequisites: None.

**82-103, 82-104. ELEMENTARY CHEMISTRY***Credit, four hours each.*

A study of the basic principles of chemistry directed towards a broad understanding of general, organic and biochemistry. Emphasis on the applications of these principles and the fostering of scientific literacy leads to the coverage of topics of contemporary concern such as energy utilization, air and water pollution, synthetic materials, nutrition and radiation biology. The laboratory provides the setting for illustrating chemical principles and developing manipulative skills. For students of home economics, physical therapy, hotel, motel and restaurant management and related fields.

**82-207, 82-209. GENERAL CHEMISTRY***Credit, three hours each.*

A first year chemistry course for students whose major area of study is biology, chemistry, mathematics, medical technology, pre-medicine, or prepharmacy. Such fundamental concepts of chemistry as the structure of atoms and molecules, the nature of solids, liquids, and gases, the reactions of inorganic and organic structures, and the effects of chemicals on the environment are studied. 82-207 is offered in the fall; 82-209 in the spring. 82-208 and 82-210 are to be taken with 82-207 and 82-209 respectively. Prerequisites: High School chemistry is recommended.

**82-208. GENERAL CHEMISTRY LABORATORY I***Credit, one hour.*

A laboratory course in Inorganic Qualitative Analysis, three hours per week, to be taken simultaneously with the first semester of General Chemistry 82-207.

**82-210. GENERAL CHEMISTRY LABORATORY II***Credit, one hour.*

A laboratory course in General Chemistry, three hours per week, to be taken simultaneously with the second semester of General Chemistry 82-209. The main emphasis of the course is quantitative, with experiments in synthesis, acid-base reaction, oxidation-reduction, gas evolution, and quantitative determination of unknown concentration.

**82-301. INORGANIC CHEMISTRY***Credit, three hours.*

The theoretical principles of chemical bonding and molecular structure are correlated with the chemical and physical properties of inorganic compounds. Includes covalent and ionic bonding, periodic trends, systematic study of the representative, transition, inner-transition and inert gas elements, structure determination and reaction mechanisms. Prerequisites: 82-207, 82-209.

**82-308. RADIOCHEMISTRY***Credit, three hours.*

A study of the principles underlying the nature of radioactivity and of the various chemical, biological and industrial applications of radioisotopes. Particular emphasis is placed on factors contributing to nuclear instability, nature of the decay process, handling and measurement of radioisotopes and the practical aspects of nuclear energy. Prerequisites: 82-207, 82-209.

**82-315, 82-316. ORGANIC CHEMISTRY***Credit, four hours each.*

A systematic study of the chemistry of the compounds of carbon. The hydrocarbons and other monofunctional classes are discussed in detail followed by difunctional and polyfunctional compounds such as amino acids, carbohydrates and natural and synthetic polymers. Connections between organic chemistry and the life sciences are emphasized. The overall approach of the course is toward problem solving. Modern instrumental methods are emphasized in the laboratory where a considerable amount of work is possible. Prerequisites: 82-207, 82-209.

**82-319. BIOCHEMISTRY***Credit, three hours.*

A study of the properties of such biomolecules as proteins, enzymes, nucleic acids, carbohydrates and lipids and the relationship between structure and biochemical func-

tion. Further emphasis is placed on the localization of biomolecules in the cell, their degradation and biosynthesis, utilization of chemical energy, transport across cell membranes and biochemical regulation. Prerequisites: 82-207, 82-209. Recommended: Biology 81-208, 81-209.

## **82-320. BIOCHEMICAL TECHNIQUES**

*Credit, two hours.*

A laboratory course devoted to the study of the physical and chemical properties of naturally occurring substances. Experience is gained in the use of chromatography, electrophoresis, spectrophotometry, manometry and related methods. Prerequisites: 82-319.

## **82-321. ANALYTICAL CHEMISTRY**

*Credit, four hours.*

The theoretical and experimental treatment of the principles of chemical equilibrium as applied to the analysis of selected inorganic and organic substances. Particular emphasis is placed on the use of volumetric, gravimetric and colorimetric methods, along with some special techniques. Prerequisites: 82-207, 82-209.

## **82-322. INSTRUMENTAL ANALYSIS**

*Credit, three hours.*

The principles and applications of instrumentation as a convenient and readily observable approach to analytical chemistry determinations. Includes the use of ultraviolet, visible and infrared spectrophotometry, fluorimetry, gas chromatography, polarography and related methods. Prerequisites: 82-207, 82-209 and 82-321.

## **82-327. SOLUTION CHEMISTRY**

*Credit, three hours.*

A one-semester course to be taken by the student in the sophomore or junior year. A study of the physical and chemical properties of the liquid state is pursued, with particular emphasis placed on aqueous solution.

The preparation of solutions of various concentrations is reviewed. Thermodynamics is introduced. Other major areas are acid-base theory, kinetics, equilibria between phases and electrochemistry. Prerequisites: 82-207, 82-209.

## **82-328. SOLUTION CHEMISTRY LABORATORY**

*Credit, one hour.*

A three-hour per week laboratory course to be taken with Solution Chemistry, 82-327. Aqueous and non-aqueous solutions will be prepared, the physical and chemical properties of which will be investigated. Prerequisites: 82-327.

## **82-331, 82-332. SEMINAR**

*Credit, one hour each.*

May be taken more than once for credit. The selection, organization and presentation of topics within one's area of interest in chemistry. Topics are selected from among the current literature, review articles and reports in scientific journals. Prerequisites: 82-207, 82-209.

## **82-415, 82-416. ADVANCED ORGANIC CHEMISTRY**

*Credit, one to three hours each.*

The content of the course is flexible and can be structured to meet the needs of the student. Possible orientations include: 1) a review and extension of the principles covered in "Organic Chemistry" 2) a detailed treatment of the mechanisms of organic reactions 3) a selective study of the synthesis of organic compounds and 4) molecular orbital theory and rate processes as applied to organic chemistry. Prerequisites: 82-315, 82-316.

## **82-427. SPECTROSCOPY**

*Credit, two hours.*

A study of the classical and quantum theories of the interaction of radiation with matter, including an introduction to the Schrodinger wave equation. The absorption and emission of radiation by atoms and molecules is treated, with particular emphasis being placed on ultraviolet, visible and infrared spectroscopy and resonance phenomena. Prerequisites: Chemistry 82-207, 82-209. Physics 83-211, 83-212 and Math through Calculus.

**82-428. THERMODYNAMICS***Credit, three hours.*

A study of the principles underlying the content and transfer of energy in physical and chemical reactions. The classical laws of thermodynamics are introduced and the concepts of free energy, entropy, work and enthalpy are defined and subjected to a careful quantitative treatment. Prerequisites: 82-207, 82-209, 83-211, 83-212 and Math through Calculus.

**82-429. THERMODYNAMICS LABORATORY***Credit, one hour.*

To accompany the above course.

**82-431, 82-432. SPECIAL STUDIES***Credit, one to three hours each.*

An individualized program of study. Enables the student to broaden his background within a special area of interest through exposure to advanced concepts and experimental techniques. Usually includes laboratory work, literature search and the preparation of a scientific report. By departmental permission.

## PHYSICS

**83-211. GENERAL PHYSICS***Credit, four hours.*

An introductory treatment of fundamentals of mechanics, heat, and sound. Three lecture-recitation periods and one double period per week. Prerequisites: None.

**83-212. GENERAL PHYSICS***Credit, four hours.*

An introductory treatment of the fundamentals of electricity, magnetism and light. Three lecture recitation periods and one double laboratory period per week. Prerequisites: 83-211.

**83-300. ELECTRONICS***Credit, four hours.*

A development of the fundamental concepts and principles of vacuum-tube and semi-conductor theory and their application to such circuits as power supplies, amplifiers and occillators. Prerequisites: 83-211 and 83-212 and consent of instructor.

**83-305. PHOTOGRAPHY***Credit, three hours.*

An introductory course in photography primarily intended for recreation majors and students in elementary education but open to others, whose interests may be served. Simple applications of photographic techniques will be stressed through individualized activities. Auto-tutorial materials will be employed. Course work will consist of exercises directed toward developing competencies in classroom and recreational photography. Prerequisites: None.

**83-310. PHOTOGRAPHIC SCIENCE***Credit, three hours.*

An introductory course covering the chemistry and physics of photography. The characteristics of various cameras, lenses, filters, light sources and photographic emulsions will be considered. Some laboratory exercises will be carried out. Prerequisites: None.

**83-319. MECHANICS***Credit, four hours.*

A development of the fundamental concepts and principles of mechanics, using mathematical methods. Prerequisites: 83-211 and consent of instructor.



### **83-320. HEAT**

*Credit, four hours.*

A development of the fundamental concepts concerning heat, the gas laws and elementary thermodynamics. Prerequisites: 83-211 and consent of instructor.

### **83-321. LIGHT**

*Credit, four hours.*

Covers the fundamental principles of geometrical and physical optics. Work is done in optical instruments, spectrometer, interferometry and polarization. Prerequisites: 83-212 and consent of instructor.

### **83-322. ELECTRICITY AND MAGNETISM**

*Credit, four hours.*

An introduction to the theory of electricity and magnetism and to its application in practical problems. Prerequisites: 83-212 and consent of instructor.

### **83-323. INTRODUCTION TO MODERN PHYSICS**

*Credit, four hours.*

An introduction to contemporary atomic physics. Particle analysis, phenomenon connected with the structure of the atom. Radioactivity and evidence for the planetary model of the atom are treated. Electron and nuclear masses and charges are also considered. Prerequisites: 83-211 and 83-212 and consent of instructor.

### **83-401, 83-404. SPECIAL PROJECTS**

*Credit, one hour per semester.*

Experimental and theoretical research projects in specific areas of physics. Project assignment dependent upon student's ability and interest.

## **GENERAL SCIENCE**

### **84-103. GENERAL PHYSICAL SCIENCE**

*Credit, four hours.*

A survey course designed to explore the major physical phenomena in the natural sciences, encompassing a study of motion, energy, electromagnetism, waves (light and sound) and atomic and nuclear physics. The course will meet in three one-hour and one two-hour sessions. Prerequisites: None.

### **84-104. GENERAL PHYSICAL SCIENCE**

*Credit, four hours.*

A survey course in physical science encompassing astronomy, meteorology and geology. The principles and applications presented are characteristic of introductory courses in those separate areas. Scientific approaches to problem solving and the interdependency of the areas of science are emphasized. Three single periods and one double period per week. Prerequisites: None.

### **84-108. DEVELOPMENT OF SCIENCE**

*Credit, one hour.*

This one semester hour course is designed to provide the students who have chosen the natural sciences as a field of study an opportunity to develop a more complete and accurate understanding and appreciation of science in terms of its underlying philosophy and the manner in which science has developed. Prerequisites: Open only to majors, minors, and students pursuing teaching fields in one or more of the natural sciences.

### **84-109. PROCESS OF SCIENCE**

*Credit, one hour.*

Process of Science is a one semester hour course in which students will be engaged in the study and evaluation of research activities of others, thereby leading them to a more complete and accurate understanding of the scientific method and its implications. Seminar format is recommended. Prerequisite: 84-108.

### **84-113. GENERAL PHYSICAL SCIENCE (FIRE SERVICE & SAFETY TECHNOLOGY)**

*Credit, four hours.*

A survey of fundamental physics and chemistry with special emphasis on practical applications in fire prevention, fire hazards, and fire suppression.

### **84-210. INTRODUCTION TO OCEANOGRAPHY**

*Credit, three hours.*

A survey of oceanography at an introductory level, involving the properties of sea water and its movement; the chemistry, physics, and biology of the ocean; bathymetric features and submarine geology; and oceanographic instruments and methods of collecting data.

### **84-213. AERODYNAMICS AND SYSTEMS**

*Credit, three hours.*

Principles of flight, aircraft controls, stability, weight and balance, hydraulics, pneumatics, airframes, engines, auxiliary and instrument systems.

### **84-290. PRACTICUM IN GENERAL SCIENCE TEACHING**

*Credit, one hour.*

Practicum in General Science Teaching is a one semester practical experience in teaching required of each student majoring in secondary education with a teaching field in science. For two hours each week during one semester of the sophomore year students will be engaged in laboratory teaching experiences under the guidance and supervision of a faculty member. The teaching experience will be in one of the following courses, 81-100, 82-100, 84-103, 84-104.

### **84-300. HISTORY OF SCIENCE**

*Credit, three hours.*

A general survey of the progress of science from earliest times to the present. The main scientific discoveries and theories are considered in their historical perspective.

### **84-301. GEOLOGY**

*Credit, three hours.*

A study of the composition, structure and history of our planet as revealed by evidence obtained from observations. Rock types, minerals, relief, the processes of change, fossils and the conditions and organisms prevalent during the geologic time divisions are emphasized. Prerequisites: None.

### **84-302. GENERAL ASTRONOMY**

*Credit, three hours.*

A descriptive course dealing with the physical nature of the stars, sun and planets as seen by the modern astronomer.

### **84-303. METEOROLOGY**

*Credit, three hours.*

A course dealing with the composition and structure of the atmosphere, the energy which drives it, and the physical processes involved in weather phenomena. The gathering and analysis of pertinent data are emphasized. Prerequisites: None.

### **84-304. ENVIRONMENTAL CONSERVATION**

*Credit, three hours.*

An introduction to basic ecological concepts and their application to current problems of Man's use of natural resources. Consideration of historical development of the conservation movements as a foundation for understanding current social and environmental dilemmas.

### **84-350. NATURAL SCIENCE INTERPRETATION**

*Credit, three hours.*

A study of the general principles of science interpretation for the lay public. Individual preparation of programs in various formats, e.g. nature walk, fire-side talk, museum presentation is expected. Extensive use is made of interpretive centers in the region. Prerequisite: 79-201.

# MATHEMATICS

## 85-010. BASIC MATHEMATICS

*Credit, two hours.*

Skill in arithmetic manipulation (addition, subtraction, multiplication, and division of signed numbers and fractions) is developed. After mastery of these operations on numbers the student will use them with expressions using letters and mixed expressions of numbers and letters.

## 85-104. COLLEGE ALGEBRA FOR THE BEHAVIORAL SCIENCES

*Credit, three hours*

Algebraic tools with emphasis on numerical applications as requested from the various behavioral sciences. Prerequisites: 85-010 or satisfactory placement score.

## 85-106. TRIGONOMETRY

*Credit, two hours.*

A course in plane trigonometry. Recommended background: 85-010 or a year of high school algebra.

## 85-107. COLLEGE ALGEBRA

*Credit, two hours.*

Elementary topics in algebra including numeration systems, radicals, operations with polynomials and the study of linear and quadratic equations. Prerequisite: 85-010 or satisfactory placement score.

## 85-108. ELEMENTARY ANALYSIS

*Credit, two hours.*

More advanced topics in algebra including solutions of polynomial equations and introduction to the theory of equations which will be useful for study of the calculus. The algebra of complex numbers and matrices are considered. Sequences are studied; the algebra of logical statements, including quantifiers is mentioned. Other topics may be chosen from the binomial theorem, induction, permutations and combinations. Prerequisite: 85-107.

## 85-111. MATHEMATICS OF FINANCE

*Credit, three hours.*

Principles of interest and discount, annuities and insurance, amortization, bonds and similar topics.

## 85-131. TECHNICAL MATHEMATICS I

*Credit, three hours.*

Review of arithmetic leading into basic algebra. Linear equations and algebraic solution of two simultaneous linear equations. "Significant figures" motivated by hand calculators. Study of powers of 10 including negative exponents, laws of integral exponents, and square roots. Conversion and calculation with units of measurement. Special products and factoring.

## 85-132. TECHNICAL MATHEMATICS II

*Credit, three hours.*

Algebraic fractions and fractional equations. Cartesian coordinates, graphs of linear equations, "two-point" formula for slope of a line. Laws of exponents for integer exponents and square roots, using radical notation. The  $j$  ( $=i$ ) operator; (imaginary) square roots of negative numbers, arithmetic of complex numbers, radical equations. Quadratic equations: solution by various means, and their graphs. Angles and definitions of the trigonometric functions, tables, solutions of right triangles, identities. Graphs of the trigonometric functions. Prerequisite: 85-131 or equivalent.

## 85-141, 142. ELECTRICAL-ELECTRONICS MATHEMATICS I, II

*Credit, two hours each*

Review of Ohm's law, series and parallel circuits. Analyzing AC circuits: e.g., resistive?, inductive?, what is power factor? Phasor ( $=$  vector) algebra. Logarithms and applications. Binary and octal number systems as applied to a computer; their conversion

and arithmetic. Rudiments of Boolean algebra. Graphical analysis including nomograms. Amplifier analysis and power supply design. Prerequisite: 85-132 or equivalent.

### **85-200. COLLEGE GEOMETRY**

*Credit, two hours.*

The course offers a survey of classical Euclidean geometry with reference to non-Euclidean geometry. Both informal and formal geometry are introduced emphasizing the use of algebra. Constructions and curve tracing are integrated throughout various topics. Deductive logic and use of truth tables are examined in applied situations. Prerequisite: One year of high school geometry or approval of the instructor. Required for all mathematics teaching programs.

### **85-202. DATA STUDY**

*Credit, one hour.*

Electronic calculators are used to solve common problems in business and science; estimation is stressed. Scientific notation is considered; the potential of programmable calculators is indicated, including calculation of values of logarithmic, trigonometric, and rational functions. Those skills are used, in particular, to calculate the mean and variance from raw data. Raw data will be grouped into a table, graphical representations of tabled data will be studied. The notions of odds and probability will be considered, including permutations and combinations. Cannot be taken for credit after completion of 85-208 or 85-314. Prerequisite: 85-107.

### **85-204. INTRODUCTION TO MATRICES**

*Credit, two hours.*

Applications of matrix techniques in two and three dimensions; mention of higher dimensional analogues when appropriate. Examples from communications networks, social dominance, various applications to business and industry, elections, solving of systems of equations and geometry. If time permits, determinants may be considered. Prerequisite: 85-104 or 107.

### **85-205. CALCULUS WITH APPLICATIONS**

*Credit, four hours.*

Topics in differential and integral calculus, with stress on their applications in biology and the social and behavioral sciences. Prerequisite: 85-104 or equivalent.

### **85-207. CALCULUS WITH ANALYTICAL GEOMETRY I**

*Credit, four hours.*

Fundamental concepts of calculus, using analytic geometry. After preliminaries about the real number system, intervals, and functions, properties of limits are carefully stated. These are used to develop standard differentiation formulas. Applications of the derivative (as a rate of change) are stressed in a wide variety of problems. Introduction to integration via anti-differentiation and area; the fundamental theorem. Study of the conic sections in standard form, and in rotation if time permits. Prerequisite: 85-107; Corequisite: 85-108.

### **85-208. CALCULUS WITH ANALYTICAL GEOMETRY II**

*Credit, four hours.*

Continuation of 85-207. Review of graphs of the general quadratic equation as conic sections. Applications of the integral (volumes as disks and shells, surface area, etc.); calculus of exponential, logarithmic, and trigonometric functions; vectors in the plane, graphs in polar coordinates, parameters. Prerequisites: 85-106, 85-207.

### **85-215. INTRODUCTION TO MATHEMATICS**

*Credit, three hours.*

A systematic approach to organized reasoning by study of the rudiments of logic. Study of the structure of various mathematical systems and operations defined on these systems. An analysis and discussion of the uses of such systems. If time permits the counting techniques of permutations and combinations may be considered.



### **85-217. COMPUTERS IN SOCIETY**

*Credit, two hours.*

The purpose of this course is to demonstrate specific uses of the computer as a tool. Examples will be chosen from such fields as physical science, life science, music, social science and languages. The use of the computer as a teaching aid will also be discussed. The student will do some simple programming in the SL-1 or BASIC languages.

### **85-280. SYMBOLIC LOGIC**

*Credit, two hours.*

Classical approach to an Aristotelian or two valued logic with reference to related 3 valued ("true," "false," or "maybe") or "m" (multi-valued) logics. The truth of statements is analyzed by truth tables and Venn diagrams; the validity of arguments is studied using standard symbolism. The course stresses logical reasoning with many related applications.

### **85-290, 291. PRACTICUM IN MATHEMATICS TEACHING**

*Credit, one hour.*

Practical experience in teaching mathematics will be provided in a tutorial setting, under the guidance and supervision of a faculty member. Two or three hours of student-tutor interaction will be arranged each week. Prerequisite: 85-207 or approval of instructor.

### **85-300. MATHEMATICS FOR ELEMENTARY TEACHERS**

*Credit, three hours.*

An in-depth study of the K-6 curriculum content. A study of methods, problems and techniques involved in mathematics instruction. Prerequisites: 85-215 and a major in Elementary Education.

### **85-309. CALCULUS WITH ANALYTICAL GEOMETRY III**

*Credit, four hours.*

Continuation of 85-208. Vectors in space; solid analytical geometry, functions of two variables. Partial differentiation, infinite series, multiple integrals. Prerequisite: 85-208.

### **85-312. INTRODUCTION TO ABSTRACT ALGEBRA**

*Credit, three hours.*

Provides the student with various ideas from number theory, group theory, and formal algebra necessary to understanding and appreciation of abstract algebra. Prerequisite: 85-207 or approval of instructor. In particular, for students with elementary specialization. Prerequisites: 85-108 and 85-200.

### **85-314. STATISTICAL ANALYSIS**

*Credit, three hours.*

A course for those needing knowledge of statistical methods and the interpretation of statistical data. Frequency distributions, measures of central tendency and dispersion. Hypothesis testing using  $z$ ,  $t$ , and chi-square tests; correlation. Both discrete and continuous data are presented emphasizing a wide selection of applied problems. Prerequisites: 85-104 or 85-107.

### **85-317. COMPUTER PROGRAMMING**

*Credit, three hours.*

A study of the methods of computer programming with an introduction to mathematical methods used to obtain numerical solutions to problems. The computer language used will be BASIC or APL. Computer limitations are discussed. Prerequisite: approval of instructor.

### **85-318. NUMERICAL ANALYSIS**

*Credit, three hours.*

A study of numerical methods applied to such problems as the solutions of equations, interpolation, differentiation, integration, and solution of differential equations. Emphasis on obtaining solutions with computer programs. Prerequisites: 85-317 and 85-207.

**85-321. THEORY OF PROBABILITY**

*Credit, three hours.*

An introductory course in probability theory. A somewhat formal presentation of finite sample spaces, random variables, and related topics. Prerequisite: 85-208.

**85-401, 85-402. DIFFERENTIAL EQUATIONS**

*Credit, three hours (each course).*

Methods of solving differential equations and their application in the physical and biological sciences. Both ordinary and partial differential equations are included. Prerequisite: 85-207.

**85-404. NUMBER THEORY**

*Credit, three hours.*

An introductory course in number theory with emphasis on the classical theorems and problems. Prerequisite: approval of the instructor.

**85-405. TOPICS IN MODERN MATHEMATICS**

*Credit, three hours.*

A course designed to acquaint the advanced student with certain topics outside the traditional course in mathematics. Prerequisite: approval of the instructor.

**85-407. LINEAR ALGEBRA**

*Credit, three hours.*

Matrices and vector spaces, Euclidean  $n$ -space, linear transformations, bilinear and quadratic forms, and related topics. Prerequisite: approval of instructor.

**85-410, 411. ADVANCED CALCULUS**

*Credit, three hours (each course).*

A thorough examination of the fundamentals of elementary calculus and its extensions, with emphasis on interrelation with other areas of mathematics, and upon various applications.

**85-414. HISTORY AND DEVELOPMENT OF MATHEMATICS**

*Credit, three hours.*

Chronological and topical study of development of mathematics through the first steps in calculus. Of particular importance to mathematics teachers.

**85-415. INTRODUCTION TO TOPOLOGY**

*Credit, three hours.*

A study of the concepts of pointset topology including topological spaces, separation properties, compactness, continuity and convergence. Prerequisite: 85-208.

**21-420. THE TEACHING OF MATHEMATICS AND EDUCATIONAL MEDIA**

*Credit, three hours.*

A special methods course for secondary education majors in Mathematics. An in-depth study of special methods, curriculum, problems and techniques involved in mathematics instruction. Prerequisites: 21-200, 21-301, 21-302.

**85-424. FOUNDATIONS OF GEOMETRY**

*Credit, two hours.*

A careful axiomatic development of certain parts of elementary Euclidean and non-Euclidean geometry. The examination of the axiomatic method as an important pattern of thought.

**85-425. PROJECTIVE GEOMETRY**

*Credit, three hours.*

Homogenous coordinates, higher dimensional spaces, conics, linear transformations and quadric surfaces, and similar topics.

**85-430. INDEPENDENT STUDY**

*Credit, one to three hours.*

Under certain conditions advanced students may be admitted to independent study in mathematics. See detailed requirements elsewhere in catalog.

## **85-432. SEMINAR**

*Credit, one or two hours.*

Subjects are selected in accordance with the needs and interests of students currently enrolled. Admission on faculty recommendation only.

# **NURSING**

## **86-101. FUNDAMENTALS OF NURSING (BASIC NEEDS)**

*Credit, four hours.*

This is the basic course in nursing upon which all other nursing courses build and expand. It is designed to develop in the student an awareness of Man and his basic needs. The course provides students with the opportunity to develop the skills necessary to help man meet his basic needs when he is unable to do so himself. In this course, the student begins to make observations, to plan nursing care utilizing the problem-solving approach, and to interact with patients in a therapeutic manner. Co-requisites: 86-103, 81-225, 86-151, 60-101.

## **86-102. THE LIFE CYCLE (NEEDS THROUGHOUT THE LIFE CYCLE)**

*Credit, four hours.*

This course concerns the normal growth and developmental tasks of the family and members of the family unit as progression is made through the stages in the life cycle of Man. Primary focus is given to the function of reproduction as a normal physiological response and deviations in that response which affect family roles in meeting the need for sexual role satisfaction. Prerequisites: 86-101, 86-103, 86-151, 60-101, 81-225. Co-requisites: 86-104, 69-202, 81-226, 22-103.

## **86-103. CLINICAL NURSING I**

*Credit, three hours.*

This is the clinical component of Fundamentals of Nursing (86-101).

## **86-104. CLINICAL NURSING II**

*Credit, six hours.*

This is the clinical component of The Life Cycle (86-102).

## **86-111. SELECTED EMOTIONAL/MENTAL HEALTH PROBLEMS IN THE LIFE CYCLE (INTRODUCTION TO UNMET NEEDS)**

*Credit, five hours.*

This course focuses on the needs, responses, and nursing care of the patients manifesting varying degrees of mental health-illness. The major purpose of the course is to assist students in establishing effective one-to-one relationships with individuals exhibiting behavioral problems. Prerequisites: 86-102, 86-104, 69-202, 81-226, 22-103.

## **86-151. CHEMISTRY FOR APPLIED LIFE SCIENCE**

*Credit, four hours.*

A survey of the fundamental principles of chemistry with special emphasis on their application to chemical processes in mammalian systems. Topics include chemical bonding, the properties of acids, bases and salts, the biochemistry of proteins, carbohydrates and lipids, cellular energy production, enzyme action and the molecular basis of health and disease. The laboratory emphasizes the use of instruments for making accurate physical and chemical measurements.

## **86-201. MEDICAL SURGICAL NURSING I (SELECTED UNMET NEEDS I)**

*Credit, four hours.*

This lecture course is the first of two which identifies the bio-psycho-social and developmental considerations in the promotion, assessment and nursing care of individuals/families with identified common recurring health problems. Current concepts in nursing technique and practice are integrated to meet basic human needs. Prerequisite: 86-111. Co-requisites: 86-203, 86-205, 86-220, 81-302.

## **86-202. MEDICAL SURGICAL NURSING II (SELECTED UNMET NEEDS II)**

*Credit, four hours.*

This lecture course is the second of two which identifies the bio-psycho-social and developmental considerations in the promotion, assessment and nursing care of

individuals/families with identified common recurring health problems. Current concepts in nursing techniques and practice are integrated to meet basic human needs. Prerequisites: 86-201, 86-203, 86-205, 86-220, 81-302. Co-requisites: 86-204, 86-206, 73-203, and elective.

### **86-203. CLINICAL NURSING**

*Credit, three hours.*

This is the clinical component of the first half semester of Medical Surgical Nursing I (86-201).

### **86-204. CLINICAL NURSING**

*Credit, three hours.*

This is the clinical component of the first half semester of Medical Surgical Nursing II (86-202).

### **86-205. CLINICAL NURSING**

*Credit, three hours.*

This is the clinical component of the second half semester of Medical Surgical Nursing I (86-201).

### **86-206. CLINICAL NURSING**

*Credit, three hours.*

This is the clinical component of the second half semester of Medical Surgical Nursing II (86-202).

### **86-220. TRENDS IN NURSING**

*Credit, two hours.*

This course is based on an adaptation of Maslow's Hierarchy of Needs as they relate to the basic needs of the beginning practitioner. Current issues in ethics, legal aspects, professional organizations, nursing education and patterns of practice are stressed.

## **ALLIED HEALTH**

### **87-111. MEDICAL TERMINOLOGY**

*Credit, three hours.*

A study of the language of medicine including word construction, definition, and use of terms related to all areas of medical science, hospital service and the allied health specialties.

### **87-116. HEALTH CARE ORGANIZATIONS**

*Credit, three hours.*

The course will aid in defining the responsibility the health care agency has for competent and responsible care of patients. Organization patterns in health care facilities and the roles and contributions of medical professionals and paraprofessionals in meeting human needs will be studied.

### **87-211. HEALTH CARE MANAGEMENT PROBLEMS**

*Credit, four hours.*

Study of those fiscal, legal, supervisory, and communication problems that have specific application to health care settings including medical records and utilization review. Prerequisites: 87-111, 87-116 or permission.

### **87-216. HEALTH CARE PRACTICUM AND SEMINAR**

*Credit, four hours.*

Applied field work in the management of programs available at a nursing home, hospital or mental health department. Lecture five times per semester to present oral and written reports of projects chosen with guidance from supervising agency administrator. Prerequisite: 87-111, 87-116 or permission.

### **87-221. COMMUNITY HEALTH PLANNING SEMINAR**

*Credit, one hour.*

Analysis of health planning, the government's role and view, third-party payers, trends, patterns and statistics. Prerequisite: 87-111, 87-116 or permission.



### **87-421. MEDICAL TECHNOLOGY I**

*Credit, nine hours.*

Medical Technology I introduces the student to the clinical chemistry laboratory. Here, the student is provided the training necessary for him to become proficient in performing the chemical analyses of blood, urine, etc. Registration for this course must occur during registration for the summer terms.

### **87-422. MEDICAL TECHNOLOGY II**

*Credit, thirteen hours.*

This course incorporates clinical physiology, clinical hematology, blood-banking, and genetics into a one semester block of work. Most of the student's time is spent in the clinical laboratory and on the hospital ward where he learns those procedures and tests common to this phase of medical technology. The student must register for this course during the regular fall registration.

### **87-423. MEDICAL TECHNOLOGY III**

*Credit, fifteen hours.*

Medical Technology III represents the student's final semester of work. During this time he is introduced to clinical microbiology, serology, histological techniques, cytology, statistics and laboratory management. Students must register for this course during the regular spring registration period.

## **FIRE SERVICE AND SAFETY TECHNOLOGY**

### **88-101. INTRODUCTION TO FIRE SERVICE**

*Credit, three hours.*

A basic survey of fire service and fire protection; fire loss analysis; and specific fire protection functions including fire school exercises.

### **88-102. FIRE PREVENTION**

*Credit, three hours.*

Organization and function of fire prevention; inspections, surveying and mapping procedures; recognition of fire and life hazards; engineering a solution of a fire hazard; enforcing the solution of a fire hazard; public relations as affected by fire prevention.

### **88-201. STRUCTURAL DESIGN AND BUILDING CODES**

*Credit, three hours.*

Fundamentals of building construction as it relates to fire protection. Classification by occupancy and types of construction with emphasis on fire protection features including: building, equipment, facilities, fire resistive materials and high rise considerations; study of building codes applicable to fire prevention and principles and practices used in various types of building materials.

### **88-202. HAZARDOUS MATERIALS**

*Credit, three hours.*

An introduction to the properties of flammable, explosive and toxic materials and the special treatment they must be given in storage, in use and in emergency situations.

### **88-203. EMERGENCY AND RESCUE OPERATIONS**

*Credit, three hours.*

Survey of operational procedures, personnel requirements and specialized equipment as related to emergency and rescue operation. Legal aspects of problem situations. Management of public in emergencies.

### **88-301. FIRE COMPANY ADMINISTRATION**

*Credit, three hours.*

An exploration of organization principles with emphasis on fire department organization; a study of the history, types, methods and principles of fire department organization, both formal and informal, line and staff. Emphasis on supervisory responsibilities and functions.

## **88-302. TACTICS AND STRATEGY OF FIRE SUPPRESSION**

*Credit, three hours.*

Concepts involved in fire suppression including fire behavior, principles of fire fighting as applied to small and large scale fires, problems involving the use of tactics, strategy and employment of equipment and manpower.

## **88-303. FIRE INVESTIGATION**

*Credit, three hours.*

An introduction to the methods by which the causes of fires may be determined. The analysis of fire debris with the determination of origin of the fire as the objective and the collection, preservation and presentation of evidence will be stressed. Special emphasis will be placed on arson detection.

## **88-304. FIRE-FIGHTING WATER CONTROL**

*Credit, three hours.*

A study of water handling facilities utilizing practical examples of water flow capabilities, pump operations and hose streams. Applied hydraulics.

## **88-311. THE INDUSTRIAL FIRE BRIGADE**

*Credit, three hours.*

An introduction to the organizing, equipping and training of fire suppression teams within institutions and factories, etc. Maintaining and improving the efficiency of such teams and coordination of their assignments with the efforts of fire companies will be emphasized.

## **88-312. OSHA I**

*Credit, three hours.*

A survey of the regulations rising from the Occupational Safety and Health Act.

## **88-313. AUTOMATED PROTECTION SYSTEMS**

*Credit, three hours.*

A survey of all types of structurally built-in fire detection and fire suppression systems including electrical, electronic and sprinkler systems, among others.

## **88-350. PRACTICUM I**

*Credit, one hour.*

An individualized set of field experiences. The students engage in on-the-site activities of a practical nature. Activities are under the supervision of trained personnel and include such activities as building code inspection, emergency dispatcher observation, fire service duty, etc.

## **88-351. PRACTICUM II**

*Credit, one hour.*

Additional field activity.

## **88-390. SPECIAL TOPICS**

*Credit, one to four hours.*

Devoted to topics of special concern because of current problems, special interest groups or individual interests and abilities. May be repeated for additional credits.

## Division of Social Sciences



*Dr. John E. Stealey, III, Division Chairman.*

The Division of the Social Sciences has a diverse number of undergraduate degree programs in history, park administration, political science, social welfare, sociology and social studies teaching. Minor fields of study are available in history, political science and sociology. In addition the Division offers courses in the disciplines of geography and philosophy. The faculty is dedicated to the preparation of students for entrance into teaching, into graduate and professional schools, and into public and social service careers. The Division shares its academic resources for public service purposes with the Eastern Panhandle area of West Virginia and with near-by localities in Virginia and Maryland.

- Roland W. Bergman**, Assistant Professor of Geography. B.A., University of Minnesota, 1967; M.S., 1969; Ph.D., 1974, University of Wisconsin (1974).
- V. J. Brown, Jr.**, Assistant Professor of Sociology. B.A., 1970; M.S., 1971, Kansas State College; Doctoral candidate at South Dakota State University (1971).
- Mary M. Walker Buehrig**, Assistant Professor of Political Science. B.S., 1960; M.A., 1963; Ph.D., 1971, Indiana University. (1971).
- George A. Condon**, Professor of Political Science and Academic Dean, B.A., University of Michigan, 1956; M.A., 1958; Ph.D., 1962, University of Tennessee. (1977)
- Geraldine Crawley-Woods**, Instructor of Social Welfare, B.A., University of Rhode Island, 1970; M.S.W., Catholic University of America, 1974. (1976).
- Katharine P. Frescoln**, Professor of History. A.B., Wittenberg University, 1965; M.A., 1966; Ph.D., 1971, West Virginia University. (1967).
- Richard D. Gunselman**, Assistant Professor of Park Administration and Park Administration Program Coordinator. B.S., David Lipscomb College, 1962; M.Ed., Memphis State University, 1973; Doctoral candidate at Texas A & M University. (1977).
- Walter Karl Hanak**, Associate Professor of History. B.A., University of Texas, 1957; M.A., 1965; Ph.D., 1973, Indiana University. (1970).
- James C. Holland**, Associate Professor of History. A.B., 1959; M.A., 1965; University of Maryland, Ph.D., Catholic University, 1968. (1971).
- Douglas Charles Horner**, Instructor of Social Welfare. B.A., Indiana University of Pennsylvania, 1973; M.S.W., University of Pittsburgh, 1975. (1976).
- Thomas H. Kiefer**, Assistant Professor of Political Science. B.A., University of Florida, 1966; M.S., 1967; Ph.D., 1970; Florida State University. (1971).
- Deborah S. Prather**, Instructor of Social Welfare and Social Welfare Program Coordinator. B.A., University of Evansville, 1971; M.S.S.W., University of Louisville, 1975. (1975).
- Hang Yul Rhee**, Assistant Professor of International Relations. L.L.B., College of Law, Seoul, Korea, 1961; Columbia University, 1963; Ph.D., The American University, 1977. (1968).
- Ralph S. Sherrard**, Associate Professor of History and Geography. B.A., Yale University, 1949; M.Ed., University of Virginia, 1955. (1968).
- John Edmund Stealey, III**, Professor of History and Chairman, Division of Social Sciences. A.B., 1963; M.A., 1965; Ph.D., 1970, West Virginia University. (1969).
- Jerry B. Thomas**, Assistant Professor of History. A.B., West Virginia University, 1963; M.A., 1967; Ph.D., 1971, University of North Carolina. (1972).
- Kathryn Beckner Venables**, Assistant Professor of Sociology. B.A., 1950; M.A., 1954, Marshall University. (1969).
- Robert Willgoos**, Associate Professor of History. B.S., Georgetown University, 1965; Ph.D., Catholic University, 1969. (1969).

## HISTORY

**Purpose:** The study and understanding of the various civilizations and of the historical past in all aspects will enable citizens to confront the present and future with more intelligence and responsibility.

### CURRICULUM FOR A MAJOR IN HISTORY

Total hours required for a major .....	30
Required courses, 18 hours:	
History of the United States 71-201 and 71-202 .....	6
American Federal Government 72-101 .....	3
Modern European History 71-333 .....	3
Recent United States History 71-312 or World History 71-404 .....	3



History of Russia 71-412 or The Far East 71-420 .....	3
Elective courses, 12 hours from the following:	
Any 300 or 400 level History course or	
Constitutional Law 72-401.	

## **CURRICULUM FOR A MINOR IN HISTORY**

Total hours required for a minor .....	24
Required courses, 18 hours	
History of the United States 71-201 and 71-202 .....	6
American Federal Government 72-101 .....	3
Modern European History 71-333 .....	3
Recent United States History 71-312 or World History 71-404 .....	3
History of Russia 71-412 or The Far East 71-420 .....	3
Elective courses, 6 hours selected from upper division	
courses in history.	

## **CURRICULUM FOR TEACHING FIELD IN COMPREHENSIVE SOCIAL STUDIES GRADES 7 THROUGH 12**

Required courses in general studies, 15 hours	
History of Civilization 71-101 and 71-102 .....	6
American Federal Government 72-102 .....	3
General Sociology 73-203 .....	3
Principles of Economics 12-205 .....	3
Required courses, 36 hours	
History	
History of the United States 71-201 and 71-202 .....	6
West Virginia & Appalachian Region 71-309 .....	3
Recent United States History 71-312 .....	3
Modern European History 71-333 .....	3
History of Russia 71-412, The Far East 71-420,	
or Latin America History 71-411 .....	3
Political Science	
State and Local Government 72-102 .....	3
Sociology	
Social Problems 73-205 .....	3
Economics	
Economic Problems 12-206 .....	3
Geography	
Principles of World Geography 74-101 .....	3
World Economic Geography 74-301 .....	3
Elective	
Upper-level course in anthropology, geography,	
history, political science, or sociology .....	3
Total hours required in concentration .....	51

## **CURRICULUM FOR TEACHING FIELD IN SOCIAL STUDIES GRADES 7-9**

Required courses in general studies, 15 hours	
History of Civilization 71-101 and 71-102 .....	6
American Federal Government 72-101 .....	3
General Sociology 73-203, .....	3
Principles of Economics 12-205 .....	3
Required courses, 15 hours	
History of the United States 71-201 and 71-202 .....	6
West Virginia and Appalachian Region 71-309 .....	3
Principles of World Geography 74-101 .....	3
World Economic Geography 74-301 .....	3
Total hours required in concentration .....	30

## **CURRICULUM FOR TEACHING FIELD IN SOCIAL STUDIES GRADES 4-8**

Required courses in general studies, 15 hours.	
History of Civilization 71-101 and 71-102 .....	6
American Federal Government 72-101 .....	3
General Sociology 73-203 .....	3

Principles of Economics 12-205 .....	3
Required courses, 12 hours.	
History of the United States 71-201 and 71-202 .....	6
West Virginia and the Appalachian Region 71-309 .....	3
Principles of World Geography 74-101 .....	3
Total hours required in concentration .....	27



## PARK ADMINISTRATION

The Park Administration program at Shepherd College prepares students for entrance into careers in the administration, management, and custodianship of parks. It will enable students to interpret natural and scientific or American historical phenomena to the public. Graduates of the program will receive the Bachelor of Science degree.

Based in the liberal arts, the curriculum is quite flexible and allows the student to select either the American historical or the natural science option. An internship arrangement for academic credit will permit the student to gain a semester or summer experience in an appropriate park setting.

### CURRICULUM FOR A MAJOR IN PARK ADMINISTRATION

Minimum hours required for graduation .....	128
General Studies Requirements .....	47
Park Administration and additional courses .....	42
General Psychology 22-103 and 22-104 .....	6
State and Local Government 72-102 .....	3
History of the U.S. 71-202 .....	3
Advanced Composition 60-332 or Public Speaking 69-315 .....	3
General Ecology 81-402 or Environmental Conservation 84-304 .....	3
Personnel Management 11-409 .....	3
Introduction to Park Administration 79-201 .....	3
Park Management 79-301 and 79-302 .....	6
Parks in Urban Setting 79-310 .....	3
State and Federal Park Policy 79-401 .....	3
Directed Field Placement 79-450 .....	6
American historical option* .....	21
History of the U.S. to 1865 71-201 .....	3
American Social History to 1877 71-315 .....	3
American Social History since 1877 71-316 .....	3
Historic Preservation and Interpretation 71-300 .....	3
American history electives from the following group .....	9

American Colonial History and Revolutionary Experience 71-302 .....	3
The Early Republic, 1781-1850, 71-303 .....	3
American Civil War and Reconstruction 71-304 .....	3
History of the Lower Shenandoah Valley 71-305 .....	3
The Gilded Age and Progressive Era 71-310 .....	3
Economic History of the United States 71-311 .....	3
Recent United States History 71-312 .....	3
Diplomatic History of the United States 71-402 .....	3
History of the American Negro 71-405 .....	3
Techniques of Research 71-413 .....	3
Readings in American and Western Hemispheric History 71-425, 71-426 ...	3
American Art 31-304 .....	3

\*Natural Science option is listed in Division of Science and Mathematics section of this catalog on page 170.

POLITICAL SCIENCE

**Purposes:** To develop an understanding of the privileges and responsibilities of citizenship, and of the structure and operation of governments. Particular emphasis is placed on the impact of recent scientific developments to the preparation of students for careers in law, the foreign service, graduate work and research, and for all aspects of government employment.

The Department of Political Science is fortunate in that the national capital is less than a two-hour drive from the college. In this connection considerable time and effort have been devoted to the organization of programs which will provide students with practical, first-hand training, and with numerous opportunities to visit Washington, in order to observe the federal government in operation.

CURRICULUM FOR A MAJOR IN POLITICAL SCIENCE

Total hours required for a major .....	30
Required courses, 15 hours:	
State and Local Government 72-102 .....	3
Public Administration 72-201 .....	3
International Relations 72-403 .....	3
Early Political Theory 72-315 .....	3
Comparative Governments 72-325 .....	3
Elective courses, 15 hours:	
Any 300 or 400 level course in political science	
Government and Business 11-300	
Public Finance 12-310	
Diplomatic History of the United States 71-402	

CURRICULUM FOR A MINOR IN POLITICAL SCIENCE

Total hours required for a minor .....	24
Required courses, 15 hours:	
State and Local Government 72-102 .....	3
Public Administration 72-201 .....	3
International Relations 72-403 .....	3
Early Political Theory 72-315 .....	3
Comparative Governments 72-325 .....	3
Elective courses, 9 hours:	
Any 300 or 400 level course in political science.	
Note: It is assumed that Political Science 72-101, American Federal Government, will be taken as a General Studies Requirement preparatory to pursuance of the political science major or minor curriculum.	

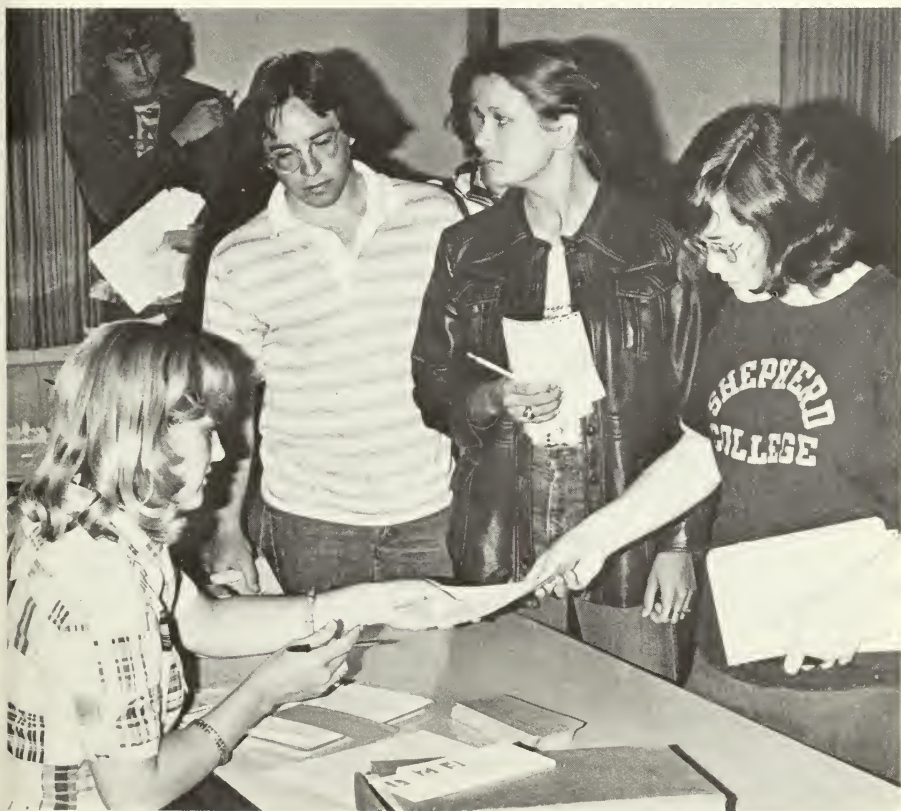
THE WASHINGTON SEMESTER

Each year students who have excelled academically and who have demonstrated leadership potential are given the opportunity to take part in a program offered jointly by Shepherd College and the American University in Washington, D.C.

Juniors and first-semester seniors of top academic standing will spend one semester in Washington doing research in federal agencies and taking part in seminars led by outstanding personalities in the area of government and politics. At the end of this semester the students return to Shepherd College to complete their education. In this way the benefits of the Washington Semester experience are not restricted to the students who go to the American University, but are shared with classmates and instructors when the students return to Shepherd College.

While in Washington the students will divide their time among four activities which constitute the program:

- A. **The Seminar.** Three times a week experts in various aspects of governmental and political activity are brought in to serve as seminar leaders for the Washington Semester group. Students are given the opportunity to question the speakers.
- B. **The Project.** In connection with his individual project, the student spends a great deal of his working day interviewing federal officials and studying official records. This extended period of research in an area of his choosing enables him to make the acquaintance of men who are directing activities, one of which may later become his lifework.
- C. **The Classes.** Each student will enroll for six to nine hours of credit in classes offered by American University.
- D. **Special Activities.** The student is encouraged to take advantage of the many cultural opportunities provided by life in the nation's capital.





SOCIAL WELFARE

Shepherd College offers a four-year liberal arts curriculum leading to a Bachelor of Science Degree in Social Welfare. The general purpose of the Social Welfare course of instruction is to develop within the student an inquiring, creative, scientific attitude toward the study of man, his basic groups and his various forms of society and culture. The total program is thoroughly grounded in the liberal arts while a major aim of the specific social welfare course content is designed to provide students with the basic values, attitudes, and skills needed to function as a first-level helping person and change-agent within this Nation's system of delivery of human welfare services.

The major objectives of the social welfare program are as follows:

- 1. To contribute to the general education of the student through providing a course of instruction based upon the liberal arts tradition.
- 2. To develop within the student a sense of basic social work values through exploration of social welfare needs, services and issues.
- 3. To develop knowledge and skill in delivery of human welfare services.
- 4. To expose students to the basic elements of social work practices in the traditional areas of casework, group work, and community organization as well as the emerging concept of the social work "generalist".
- 5. To prepare students for professional social work positions in rural and urban settings not requiring graduate social work education.
- 6. To contribute to the preparation of students for admission to graduate schools of social work that offer advanced professional education.

CURRICULUM FOR A MAJOR IN SOCIAL WELFARE

Minimum hours required for graduation .....	128
General Education Requirements .....	47
(Note: Mathematics 85-104 must be taken in place of Mathematics 85-215)	
Social Welfare Curriculum Requirements .....	66
Approved Electives (any 300 or 400 level course unless Foreign Language is selected) .....	15
Total hours required for major in Social Welfare .....	66
22-103 General Psychology .....	3
22-104 General Psychology .....	3
72-102 State & Local Government .....	3
73-205 Social Problems .....	3
73-303 The Family .....	3
73-403 Ethnic Relations .....	3
73-405 Research Methods .....	3
25-300 Marriage Relations .....	3
25-304 Child Development .....	3
25-403 Consumer Economics .....	3
85-314 Statistical Analysis .....	3
75-201 Introduction to Social Work .....	3
75-301 Social Welfare as a Social Institution .....	3
75-305 Human Behavior in the Social Environment .....	3
75-311 Social Work Methods I .....	3
75-312 Social Work Methods II .....	3
75-407 Field Experience in Social Work .....	3
75-408 Field Experience in Social Work .....	3
75-404 Social Welfare Seminar .....	3
Social Welfare Related Course Options (must select at least one course from each group) .....	9
Group A	
73-307 Population and Urban Problems	
73-411 Social Stratification	
22-205 Social Psychology	

22-302 Psychology of Mental Health  
25-318 Nutrition

**Group B**

73-312 Introduction to Juvenile Delinquency  
73-402 Criminology  
76-315 Ethics  
22-360 Abnormal Psychology  
71-312 Recent United States History

**Group C**

75-313 Child Welfare Services  
73-410 Social Theory  
73-314 Cultural Anthropology  
22-310 Psychology of Personality  
71-310 The Gilded Age and Progressive Era  
75-402 Social Gerontology

NOTE: Social Welfare majors may fulfill the General Studies mathematics requirement by completing 85-104 and 85-314 in place of 85-215.

## **SOCIOLOGY**

The major objectives of the sociology program are:

1. To encourage students to develop an inquiring, scientific attitude toward and a better understanding of the social life of man, his culture and society.
2. To assist the student in recognizing his total college experiences as cumulative, coherent and unified by the development of the competencies indicated for this department and for Shepherd College and by the realization that these competencies are relevant to his further development as an individual and the fulfillment of his obligations as a responsible citizen in a democratic society.
3. To encourage and prepare students for admission to graduate schools in the field of sociology.

The four-year curriculum leads to the Bachelor of Science degree in Sociology. Candidates for this degree are required to complete a minimum of 128 semester hours.

### **CURRICULUM FOR A MAJOR IN SOCIOLOGY**

Total hours required for a major ..... 36

Required courses, 21 hours:

73-205 Social Problems .....	3
73-303 The Family .....	3
73-312 Introduction to Juvenile Delinquency or	
73-402 Criminology .....	3
73-403 Ethnic Relations .....	3
73-405 Research Methods .....	3
73-410 Social Theory .....	3
85-314 Statistical Analysis .....	3

Elective courses, 15 hours

Any 300 or 400 level course in sociology or anthropology  
Education 21-310 Educational Sociology

Note: It is assumed that Sociology 203 General Sociology will be taken as a General Studies Requirement preparatory to pursuance of the sociology major or minor curriculum.

Sociology majors may substitute Mathematics 104 for Mathematics 215 to meet general education requirements.

### **CURRICULUM FOR A MINOR IN SOCIOLOGY**

Total hours required for a minor ..... 24

Required courses, 15 hours:

73-205 Social Problems .....	3
73-303 The Family .....	3

73-312 Introduction to Juvenile Delinquency or	
73-402 Criminology .....	3
73-403 Ethnic Relations .....	3
73-410 Social Theory .....	3
Elective courses, 9 hours:	
Any 300 or 400 level course in sociology or anthropology	
21-310 Educational Sociology	
85-314 Statistical Analysis	

COURSE DESCRIPTIONS

HISTORY

71-101. HISTORY OF CIVILIZATION: ANCIENT WORLD THROUGH MEDIEVAL PERIOD

Credit, three hours.

A survey of ancient and medieval civilizations beginning with prehistoric man, continuing with a study of the ancient Near East, classical Greece, the Roman Republic and Empire, and the Middle Ages with some attention to concurrent developments in the non-Western world. Emphasis is placed on their basic similarities and differences in government, religion, economics, social, cultural and intellectual (including philosophical) developments. No prerequisite.

71-102. HISTORY OF CIVILIZATION: RENAISSANCE AND REFORMATION THROUGH FRENCH REVOLUTION.

Credit, three hours.

A survey of the Early Modern period and the Enlightenment, including the Enlightened Despots, that culminates in the French Revolution. Emphasis is given to the major changes in government, economics, art, learning, literature, intellectual movements, science, and the age of discovery. No prerequisite.

71-103. HISTORY OF CIVILIZATION: FRENCH REVOLUTION AND THE CONGRESS OF VIENNA TO THE PRESENT

Credit, three hours.

A survey of the French Revolution and its aftermath, of liberalism, nationalism, industrialization, materialism, and imperialism. The student will investigate twentieth century wars, international organizations, and the Third World. No prerequisite.

71-201. HISTORY OF THE UNITED STATES TO 1865

Credit, three hours.

This survey course examines the basic political economic, and social forces in the formation and development of the American Nation from the colonial period through the Civil War.

71-202. HISTORY OF THE UNITED STATES, 1865 TO PRESENT

Credit, three hours.

This course surveys the basic political, economic, and social forces in the rise of the republic from sectional conflict to a major international role. Moving from Reconstruction to the recent decade, it covers the evolution of the nation from an agrarian to an industrial society.

71-300. HISTORIC PRESERVATION AND INTERPRETATION

Credit, three hours.

This course will familiarize the student with the historic preservation policies and procedures of local, state and national governments and of the outstanding private efforts in the field. A study of the general principles and methods of interpretation of historic phenomena to the general public will be involved. Extensive out-of-classroom use will be made of the historical resources in the local area for interpretive practice and preservation examples. Prerequisite: 71-201/202 or consent.

### **71-302. AMERICAN COLONIAL HISTORY AND REVOLUTIONARY EXPERIENCE**

*Credit, three hours.*

This course will examine the motivations and background of European exploration and settlement; the political, social and intellectual development of the English colonies in America; the imperial role and reaction; the ideological and legal basis of revolution; and the American Revolution and its result.

### **71-303. THE EARLY REPUBLIC, 1781-1850**

*Credit, three hours.*

The emphasis will be on the growth and development of the American Republic in the Confederation period, the early national era, the so-called era of good feelings, and the Jacksonian Era.

### **71-304. THE AMERICAN CIVIL WAR AND RECONSTRUCTION**

*Credit, three hours.*

A study of the events leading up to the Civil War, the war itself, and the immediate aftermath. The emphasis in the course is placed on the period between 1860 and 1865. Prerequisite: 71-201 or its equivalent.

### **71-305. HISTORY OF THE LOWER SHENANDOAH VALLEY**

*Credit, three hours.*

This course seeks to capitalize upon Shepherd's location in a rich historical section. The Potomac Valley is also included. A study of local and regional history from the early settlements to the present. Field trips are made to nearby historical places.

### **71-309. WEST VIRGINIA AND THE APPALACHIAN REGION**

*Credit, three hours.*

With emphasis upon the development of western Virginia and the State of West Virginia, this course will examine the general geographical, political, and economic aspects of the Southern Appalachian region. The impact upon the Mountain State of the patterns of settlement, the heritage of sectional conflict, the statehood movement, legal and political developments accompanying the assimilation of the area into the national economy, and national events will be considered. The student will view the current problems of the area and contemporary Appalachian society.

### **71-310. THE GILDED AGE AND PROGRESSIVE ERA**

*Credit, three hours.*

This course will encompass the domestic development of modern America from the end of Reconstruction through the New Freedom program of Woodrow Wilson.

### **71-311. ECONOMIC HISTORY OF THE UNITED STATES**

*Credit, three hours.*

Economic growth and development of the United States.

### **71-312. RECENT UNITED STATES HISTORY**

*Credit, three hours.*

The United States involvement and homefront in World War I, the return to normalcy, the roaring twenties, depression, the New Deal, the World War II participation, the Truman years, the Eisenhower Administration, the New Frontier and Great Society, and Nixon Administrations will be examined.

### **71-315. AMERICAN SOCIAL HISTORY TO 1877**

*Credit, three hours.*

This course traces the colonial and ante-bellum development of the American way of life by comparing the stereotypes of the Yankee, the Frontiersman, and the Southerner, and by studying the artifacts and popular literature that reflect the technology, customs, religion, mores, health, popular styles, architectural trends and social concerns of the predominately rural and agricultural United States of the period.



## **71-316. AMERICAN SOCIAL HISTORY FROM 1877 TO PRESENT**

*Credit, three hours.*

This course surveys the impact on American life of industrialism, urbanism and rapid technological change. The focus will be upon the changing nature of everyday life and work, culture, conflicts between rural and urban values and social tensions arising from ethnic, economic and regional differences.

## **71-331. ANCIENT CIVILIZATION**

*Credit, three hours.*

The process by which civilizations develop and the application of this process to the ancient civilizations of the Mediterranean with special emphasis on the Hebrew and the classical civilizations of Greece and Rome. Prerequisite: 71-101 or its equivalent.

## **71-332. MEDIEVAL HISTORY**

*Credit, three hours.*

Concerns the development of Western traditions during this formative period of history from the fall of Rome to the Renaissance. Emphasis is placed upon the development of the Christian Church and philosophy, the barbarian invasions, the crusade and the formative beginnings of nation-states. Prerequisite: 71-101 or its equivalent.

## **71-333. MODERN EUROPEAN HISTORY**

*Credit, three hours.*

The political, economic, and intellectual achievements and failures of Europe from the time of the French Revolution to the coming of World War I, including the impact of European contact with the non-European world. Prerequisite: 71-102 or its equivalent.

## **71-334. EUROPE, 1500-1815**

*Credit, three hours.*

Rise of the modern nations and their expansion overseas from the Reformation to the French Revolution.

## **71-402. DIPLOMATIC HISTORY OF THE UNITED STATES**

*Credit, three hours.*

A survey of the development of the foreign policy of the United States from colonial times to the present.

## **71-404. WORLD HISTORY SINCE 1914**

*Credit, three hours.*

The historical and intellectual events of the twentieth century and their impact upon western man. Attention is given to Europe between the two world wars, the emerging nations of Africa and Asia after 1945 and the Cold War.

## **71-405. HISTORY OF THE AMERICAN NEGRO**

*Credit, three hours.*

This course will be an examination of the African and West Indian background of slave trade; the institution of slavery in ante bellum United States; the effects of Civil War and reconstruction; the pursuit of self-help and democracy and repression; and the black renaissance and revolution. Attention will be devoted to historical development of the Negro in American cultures other than the United States. Prerequisites: 71-201 or 202 or their equivalent.

## **71-407. HISTORY OF ENGLAND TO 1660**

*Credit, three hours.*

A survey of British civilization from the Roman conquest to the Restoration with emphasis on the political, economic, social and cultural developments.

## **71-408. HISTORY OF ENGLAND SINCE 1660**

*Credit, three hours.*

A survey of British civilization from the Restoration to the present, continuing the political, economic, social and cultural development with emphasis on Britain's emerging role in world affairs.

**71-411. LATIN AMERICAN HISTORY***Credit, three hours.*

The colonial period, the independence movement, rise of national states, national and international developments to the present.

**71-412. HISTORY OF RUSSIA***Credit, three hours.*

A study of Russia and its expansion from the Muscovite principality to the empire of the 20th Century. Special emphasis is placed on the internal, political, social, economic and cultural development since 1917, and the international relations of the Soviet Union today.

**71-413. TECHNIQUES OF RESEARCH***Credit, three hours.*

An opportunity for independent study and preparation for graduate work. Included are methodology, historiography and extensive work with source materials. This course is recommended for both history and political science majors.

**71-420. HISTORY OF THE FAR EAST***Credit, three hours.*

Historical interpretation of the role of Eastern Asia with attention to the rise of Japanese and Chinese nationalism, Western imperialism, the World Wars and the post-war era.

**71-425, 71-426. READINGS IN AMERICAN AND WESTERN HEMISPHERIC HISTORY***Credit, three hours.*

This course will be devoted to the extensive reading of standard and classic monographs, biographies, or articles on selected American or Western Hemispheric topics. The specific topics and presiding professor will be announced prior to registration periods.

**71-427, 71-428. READINGS IN EUROPEAN AND WORLD HISTORY***Credit, three hours.*

This course will be devoted to the extensive reading of standard and classic monographs, biographies, or articles on selected European and World topics. The specific topics and presiding professor will be announced prior to registration periods.

**POLITICAL SCIENCE****72-100. POLITICS AND GOVERNMENT***Credit, three hours.*

A consideration of concepts and issues essential to the understanding and study of politics. Classical and modern theories of the political system, including communism, fascism, democracy and socialism, are examined in an American and international context — including study of specific nations (e.g. U.S.S.R., Britain, China, etc.). The approach of this course will be both empirical and normative.

**72-101. AMERICAN FEDERAL GOVERNMENT***Credit, three hours.*

A study of the functions and administration of the government of the United States.

**72-102. STATE AND LOCAL GOVERNMENT***Credit, three hours.*

A study of the functions and administration of the government on the state and county levels.

**72-201. INTRODUCTION TO PUBLIC ADMINISTRATION***Credit, three hours.*

An introductory study of the development, organization, procedures, processes and human relations factors in governmental administration. Particular emphasis will be

placed on the study of administrative practices in the Federal, state and local governments in the United States. Prerequisites: 72-101 and 72-102 or the equivalent.

### **72-301. PUBLIC POLICY**

*Credit, three hours.*

Study of public policy development and implementation in the United States, with emphasis on the ways in which cultural, political and institutional factors may inhibit or expedite pursuit of public policies designed to meet societal needs; and with consideration of selected contemporary issues of public policy within this framework. Prerequisite: 72-101.

### **72-309. PRESIDENT AND CONGRESS**

*Credit, three hours.*

Study of the ways in which Presidents and Congressmen attempt to meet their responsibilities within the context of the institutional and political features of the American system; an examination of the complex relationships between President and Congress; and a consideration of President and Congress in relation to past, present and possible future settings. Prerequisite: 72-101.

### **72-310. POLITICAL PARTIES**

*Credit, three hours.*

A study of the nature, growth and methods of political parties and the conduct of elections.

### **72-315. EARLY POLITICAL THEORY**

*Credit, three hours.*

A general survey of leading theories from ancient times to the present. Includes an opportunity to study the influence of political and social ideas upon the fundamental institutions of modern societies.

### **72-316. RECENT AND CONTEMPORARY POLITICAL THEORY**

*Credit, three hours.*

The recent schools of political thought are presented with particular emphasis on the basic ideologies of the contemporary period.

### **72-325. COMPARATIVE GOVERNMENTS**

*Credit, three hours.*

A comparative study of modern political institutions with particular attention to European government and politics.

### **72-326. COMPARATIVE GOVERNMENTS**

*Credit, three hours.*

This course will examine the governments of the Soviet Union, Communist China, and Eastern Europe. Their ideology, theory, institution, leadership and politics and their relations with other communist countries will be emphasized.

### **72-400. CONSTITUTIONAL POLITICS**

*Credit, three hours.*

The course is an examination of the structure and political relationships of federal, state, and local courts, with an emphasis upon the interaction between courts and other elements in the political process.

### **72-401. CONSTITUTIONAL LAW**

*Credit, three hours.*

Development of the American constitutional system and its workings. The relationship of the constitution to present political, social and economic problems.

### **72-304. INTERNATIONAL RELATIONS**

*Credit, three hours.*

Surveys the political relationship among states, emphasizing methods and goals of diplomacy. It also analyzes concepts like the balance of power, collective security and the peaceful settlements of disputes.

**72-404. INTERNATIONAL ORGANIZATION OR WORLD GOVERNMENTS***Credit, three hours.*

Examines the theory, structure of international organization with special emphasis on the U.N. The other organizations which will be discussed include N.A.T.O., European Common Market, SEATO, OAS and other regional organizations.

**72-407. INTRODUCTION TO INTERNATIONAL LAW***Credit, three hours.*

A survey of the nature, sources and development of international law. Study of substantive elements through case studies will be stressed.

**72-412. METROPOLITAN POLITICS***Credit, three hours.*

An examination of local government in metropolitan areas; emphasis is placed on economic, demographic and political characteristics of the urban community and their implications for effective and responsive government. Prerequisites: 72-101 and 72-102.

**72-413. TECHNIQUES OF RESEARCH***Credit, three hours.*

An opportunity for independent study and preparation for graduate work. Included are methodology, historiography and extensive work with source materials. This course is recommended for both History and Political Science majors.

**72-443. INTERSHIP IN GOVERNMENT***Credit, one to fifteen hours.*

This course provides full- or part-time work experience in federal, state, or local agencies so that a student might gain practical knowledge in the formulation and implementation of public policies. Participants in this program must submit proposals during the semester preceding the internship to the Division Chairman and to the faculty member responsible for the internship program in the division. The proposal must describe the internship itself, the agency coordinator, the supplementary readings and other expectations, the process of evaluation and the number of hours to be granted upon successful completion. All proposals must be approved by the Division Chairman and the Academic Dean; if more than one division is involved in the internship, the proposal must have the approval of the respective chairmen and the Academic Dean. Candidates for the Public Service-Learning Internship Program coordinated by the West Virginia Board of Regents must apply under the guidelines set by the Board to the Coordinator of the Governmental Internship Program of the college.

**SOCIOLOGY AND ANTHROPOLOGY****73-203. GENERAL SOCIOLOGY***Credit, three hours.*

Origin and development of groups and social changes. Prerequisite for all other courses in Sociology and/or Social Welfare. Not recommended for Freshmen.

**73-205. SOCIAL PROBLEMS***Credit, three hours.*

A study of current sociological problems.

**73-303. THE FAMILY***Credit, three hours.*

A short history of types of families and a study of orderly family living.

**73-307. POPULATION AND URBAN PROBLEMS***Credit, three hours.*

A study of the theories of population, the interdependence of the peoples of the world and population as a factor in the analysis of social problems.



### **73-309. SOCIOLOGY OF RELIGION**

*Credit, three hours.*

The structure and function of organized religion in traditional and industrial societies. The reciprocal relations of religious, economic and political systems in contemporary America.

### **73-312. INTRODUCTION TO JUVENILE DELINQUENCY**

*Credit three hours.*

Gives an overall view to the major problems involved in juvenile delinquency. Special emphasis is placed upon the individualization of the youthful offender, the nature and functions of the juvenile courts, problems of parents and the more effective usage of community resources.

### **73-314. GENERAL ANTHROPOLOGY**

*Credit, three hours.*

A general survey of the origins of man and the development of prehistoric cultures.

### **73-315. CULTURAL ANTHROPOLOGY**

*Credit, three hours.*

A study of primitive cultures with respect to range and variability of human behavior. Presented to show the continuity of social life from basic human beginnings to present-day civilization.

### **73-316. CULTURE IMPACT ON SOCIAL GROUPS**

*Credit, three hours.*

A survey of human behavior and social attitudes under actual life conditions. Emphasis is placed upon the influence of cultural sub-groups on the development of personality, national character, ethos, and patterns of motivation as reflected by the values of the group. While the scope of the course is world-wide, special attention is given to black and Appalachian culture.

### **73-401. INDUSTRIAL SOCIOLOGY**

*Credit, three hours.*

Industrial, business and other work units as social systems; the sociology of human relations as a study of people in this world or work.

### **73-402. CRIMINOLOGY**

*Credit, three hours.*

An inquiry into crime causation and treatment, with complementary attention given to selected types of crime.

### **73-403. ETHNIC RELATIONS**

*Credit, three hours.*

A survey of ethnic relations within American society, supplemented with illustrations from other societies.

### **73-404. SOCIOLOGY SEMINAR**

*Credit, three hours.*

This course is designed for those students who have a major or minor in Sociology and who expect to pursue graduate study in the field.

### **73-405. RESEARCH METHODS**

*Credit, three hours.*

The purpose of this course is to introduce the scientific method in sociology research. It will include the development and testing of hypotheses and will cover techniques such as observation, interviewing and questioning.

### **73-406. COMMUNICATION IN AMERICAN SOCIETY**

*Credit, three hours.*

Special emphasis is placed upon mass communications and the structure of function of communication as the art of transmitting information, ideas, concepts and attitudes from one person or group to another.

**73-410. SOCIAL THEORY***Credit, three hours.*

The nature and development of social thought from ancient times to the present is surveyed. The influence upon social conditions by the development of sociological theories is stressed.

**73-411. SOCIAL STRATIFICATION***Credit, three hours.*

A study of the factors which account for differences in influence, power and social prestige held by different individuals and groups in the community and the society. Also considered are the theories of stratification and the relationships between social class and education, occupational choice, political preference and religious affiliation. The relationship between social class and social mobility is reviewed.

**GEOGRAPHY****74-101. PRINCIPLES OF WORLD GEOGRAPHY***Credit, three hours.*

This fundamental course concentrates upon the study of man in the different physical environments on earth. The rich diversity of human culture is outlined and emphasized.

**74-201. PHYSICAL GEOGRAPHY***Credit, three hours.*

This course focuses upon the earth's place in the solar system; continental drift theory; global energy-flow patterns; the causes and characteristics of climate, including atmospheric pressure, air and water circulation, air masses and storms; landforms; biogeography; and, climatic-biotic soil-forming processes.

**74-301. WORLD ECONOMIC GEOGRAPHY***Credit, three hours.*

The study of world economic geography involves the systems of livelihood of the industrial nations and of the Third World peasant economics. Forsaking the traditional commodities approach, this course employs the life-systems method. The geographical aspects of world food and population dynamics and of economic systems are investigated.

**74-400. GEOGRAPHY OF LATIN AMERICA***Credit, three hours.*

This course focuses upon pre-colonial Latin America, the colonial impact, and modern Latin America, with its multitude of cultures, environments, and civilizations. The geographical context of current social, economic, and ecological problems will be viewed.

**74-401. GEOGRAPHY OF EUROPE***Credit, three hours.*

The student will explore the continent of Europe and its people, with emphasis upon the rich ethnic diversity of European people and their environment. The effect of environmental changes since the Pleistocene Age upon human patterns of livelihood is examined. Folk ethnographies and informal reports will familiarize students with local regions and with topics of individual interest.

**74-402. GEOGRAPHY OF ANGLO-AMERICA***Credit, three hours.*

A conventional approach to the study of the cultural and physiographic provinces of Canada and the United States will be employed. Special topics involved will include agglomeration, development of Megalopolis and matters of inter-regional circulation and interaction.

#### **74-403. GEOGRAPHY OF THE UNION OF SOVIET SOCIALIST REPUBLICS**

*Credit, three hours.*

The student will study the diverse Russian people and their state-planned economy within a geographical context. Concentration will be upon the Economic Planning Regions, agriculture, industry, and transportation development.

#### **74-406. GEOGRAPHY OF ASIA AND AFRICA**

*Credit, three hours.*

This is a course about environments and cultures of Asia and Africa. The size and diversity of the area decrees that a non-comprehensive approach be taken. Local areas and cultures of student and professorial interest will be examined in depth.

### **SOCIAL WELFARE**

#### **75-201. INTRODUCTION TO SOCIAL WORK**

*Credit, three hours.*

This sophomore-level course is designed to introduce the beginning level social work student to the issues and knowledge with which Social Welfare and Social Work are concerned. Through examination of the scope of social welfare as a concept, the structures that have grown out of it, and the theory and practice techniques which enable the structures to function, this course will attempt to lay the base for later, more detailed and advanced study of basic policy and practice concerns. The student will be introduced to the generalist concept of social work practice upon which the undergraduate curriculum is built, and will have the opportunity to explore his/her own readiness to identify with the values, principles and practices of the social work profession. Required for all social work majors. Prerequisites: 73-203, 22-103, or consent of instructor.

#### **75-301. SOCIAL WELFARE AS A SOCIAL INSTITUTION**

*Credit, three hours.*

This course surveys the historical development of social welfare institutions and the societal processes devised to deal with social welfare concerns. Special attention is given to the origin and development of the American social welfare system as well as current trends and issues in the social welfare field. Prerequisite: 73-203, 73-205.

#### **75-305. HUMAN BEHAVIOR IN THE SOCIAL ENVIRONMENT**

*Credit, three hours.*

The purpose of this course is to introduce students to the relationship between ideas and theories fundamental to understanding human behavior and human services. The broad application of human behavior theory is explored as it applies to human-helping services in general, as well as specific applications of theory to specific services. In accomplishing the course purpose the student is expected to integrate theories, concepts and facts learned in psychology, sociology and social welfare courses. A social systems approach is used to formulate a theoretical framework for analyzing culture, society, communities, organizations, small groups, families and the individual. Prerequisites: 21-103 and 21-104.

#### **75-311. SOCIAL WORK METHODS I**

*Credit, three hours.*

This course is an introduction to the basic interviewing techniques and skills utilized in social work practice. The mechanics of conducting interviews, gathering information and recording interviews will be covered. Techniques used in one-to-one interviews, multiple interviews and groups will be discussed.

#### **75-312. SOCIAL WORK METHODS II**

*Credit, three hours.*

This methods course exposes the student to the fundamental concepts and principles of direct person-to-person social work practice and the theories of human behavior used in social work intervention. A major aim of the course is to acquaint the student with techniques, strategies and assumptions in functioning as a change-agent. The basic

social work values, problem solving processes, decision-making methods and means of collecting and analyzing data are covered. Prerequisite: 75-311.

### **75-313. CHILD WELFARE SERVICES**

*Credit, three hours.*

This course is an introduction to the areas of child welfare problems, needs and services in America. The historical development of child welfare services is surveyed as well as dealing with major current issues. Course content includes public and private agencies and specialized services in the categories of dependent and neglected children, delinquent children, physically and mentally handicapped children, adoptions, foster care and institutional services. Prerequisite: 75-301.

### **75-402. SOCIAL GERONTOLOGY**

*Credit, three hours.*

An interdisciplinary consideration of the sociological, psychological, and biological processes of aging with emphasis on modes of social intervention. Important aspects of the demography of the aged are clarified, as is the aging's relationship with the family. Studies in changes in intelligence, memory, brain function, and behavior accompany a look at the physiological aspects of the psychology of aging. Normal and pathological physical changes, and the effects of exercise receive attention. Discussions of environmental and social issues such as prolongation of life, institutionalization, economics, neighborhood planning, public policy, and community services are examined in their particular applications to older persons and the aging processes. Strategies and techniques of the development and delivery of social services are presented. Prerequisites: 75-301, 305, 311, 312, or consent of instructor.

### **75-404. SOCIAL WELFARE SEMINAR**

*Credit, three hours.*

This course is designed to give the advanced undergraduate student an opportunity to explore further and integrate in a generic way knowledge learned in individual courses covering many other areas of content. There is in depth analysis of social work values, professionalism, social change and systems of delivering human welfare services. Prerequisites: 75-301, 75-311, 75-312.

### **75-407. FIELD EXPERIENCE IN SOCIAL WORK I**

*Credit, three hours.*

This course is the culmination of the social welfare student's course work in which the student will be expected to transform theory into practice through direct delivery of human welfare services in an approved community agency under the direction of a qualified supervisor. The student works in an agency ten hours per week and attends a two-hour seminar held weekly on the college campus. The college faculty and the agency supervise work closely to insure the student undergoes an intense, thorough, broad experience in direct service to people in need. Prerequisites: 75-311, 75-312.

Note: All students required to complete field work must fill out a "Field Work Application" form in duplicate during the semester preceding the proposed field work. Forms can be obtained from the Social Welfare Program Coordinator.

### **75-408. FIELD EXPERIENCE IN SOCIAL WORK II**

*Credit, three hours.*

Continuation of Field Experience in Social Work I.

Note: All students required to complete field work must fill out a "Field Work Application" form in duplicate during the semester preceding the proposed field work. Forms can be obtained from the Social Welfare Program Coordinator.

### **75-415, 75-416. READING IN SOCIAL WELFARE**

*Credit, three hours.*

This course will deal with selected, in depth analysis of specialized areas of social welfare. The class is structured around intensive reading in a concentrated area with follow-up discussion groups. Each student prepares a research paper exploring some aspect of the topic under study. Content areas include historical analysis, policy formulation, practice theory, comparative policy and theory and research theory and methodology. Prerequisites: 75-301, 75-310, 75-311 or permission of the instructor.



## **PHILOSOPHY**

### **76-101. INTRODUCTION TO PHILOSOPHY**

*Credit, three hours.*

This course involves an introductory consideration of language, meaning and inference; of knowledge, truth and certainty; of types, (schools) of philosophy; of arguments regarding the existence of God; and of values.

### **76-210. SOCIAL PHILOSOPHY**

*Credit, three hours.*

Analysis of theories of the nature of man, social institutions, social ethics, social purposes, patterns of relationship and the problem of freedom and regulation.

### **76-304. PHILOSOPHY OF RELIGION**

*Credit, three hours.*

In this course, an analysis will be made of certain elements of religious thought. Problems of religious language, knowledge and faith, the existence of God and evil will be examined from various religious perspectives.

### **76-305. HISTORY OF PHILOSOPHY**

*Credit, three hours.*

Survey of the major movements in philosophy from ancient Greece to the twentieth century.

### **76-306. TWENTIETH-CENTURY PHILOSOPHY**

*Credit, three hours.*

Emphasis on pragmatism, existentialism and analytic philosophy.

### **76-315. ETHICS**

*Credit, three hours.*

Problems of choice within the context of society as considered by representatives of various philosophical and Christian traditions.

## **PARK ADMINISTRATION**

### **79-201. INTRODUCTION TO PARK ADMINISTRATION**

*Credit, three hours.*

This is an introductory survey of the broad spectrum of the park administration field, including the philosophies of administration; the role of parks in modern society and their impact upon surrounding areas; and, the interrelationship of parks, tourism, natural and historic environment, and leisure time. Current developments in the field will be examined.

### **79-301. PARK MANAGEMENT I**

*Credit, three hours.*

In this course, the student will investigate the theories, practices, economics and problems fundamental to the use of land and related resources for park purposes. Also, the organization, administration and policy of different types of parks will be examined with emphasis upon program development, park management practices and park operation plans. Prerequisite: 79-201.

### **79-302. PARK MANAGEMENT II**

*Credit, three hours.*

In this sequential course, the student will concentrate on the specific management problems of law enforcement methods and procedures, capital and program budgeting, activity scheduling, personnel practices and maintenance concerns. Prerequisites: 79-201, 79-301.

### **79-310. PARKS IN THE URBAN SETTING**

*Credit, three hours.*

This course involves an examination of the organization and functional objectives of municipal, regional and national urban parks. The types of facilities, locational factors,

and relationships with urban health and social service programs will be investigated. Prerequisite: 79-201.

### **79-401. STATE AND FEDERAL PARK POLICY**

*Credit, three hours.*

This course will consider the origin, evolution and significance of public policy in park development on the state and national levels in the United States. Other contents will be the historic, legal and social background for use of land for park purposes. Prerequisite: 79-201.

### **79-450. DIRECTED FIELD PLACEMENT**

*Credit, one to six hours.*

A student will be placed with an appropriate park administrative agency after his junior year so that he might participate in and observe the day-to-day operations of a park. Although flexible arrangements could be formulated for placement, it is preferred that this experience be completed in one semester or summer. For details, the manual for park administration field placements should be consulted. Prerequisites: 79-201, 79-301 and 79-302.



## ENROLLMENT DATA

### SUMMARY OF STUDENTS 1976-77 — 1ST SEMESTER

IN-STATE	Fr.	Soph.	Jr.	Sr.	Unclass.	Total for Credit
Full-time	325	233	157	124	49	888
Part-time	165	30	30	42	485	752
Men	202	99	91	76	296	674
Women	288	164	96	90	328	966
<b>OUT-OF-STATE</b>						
Full-time	335	211	181	132	16	875
Part-time	23	3	7	24	15	72
Men	174	97	118	81	16	486
Women	184	117	70	75	15	461
<b>GRAND TOTAL</b>	848	477	375	322	565	2587



*Shepherd's location within eight miles of three National Parks provides students with a variety of recreational opportunities.*



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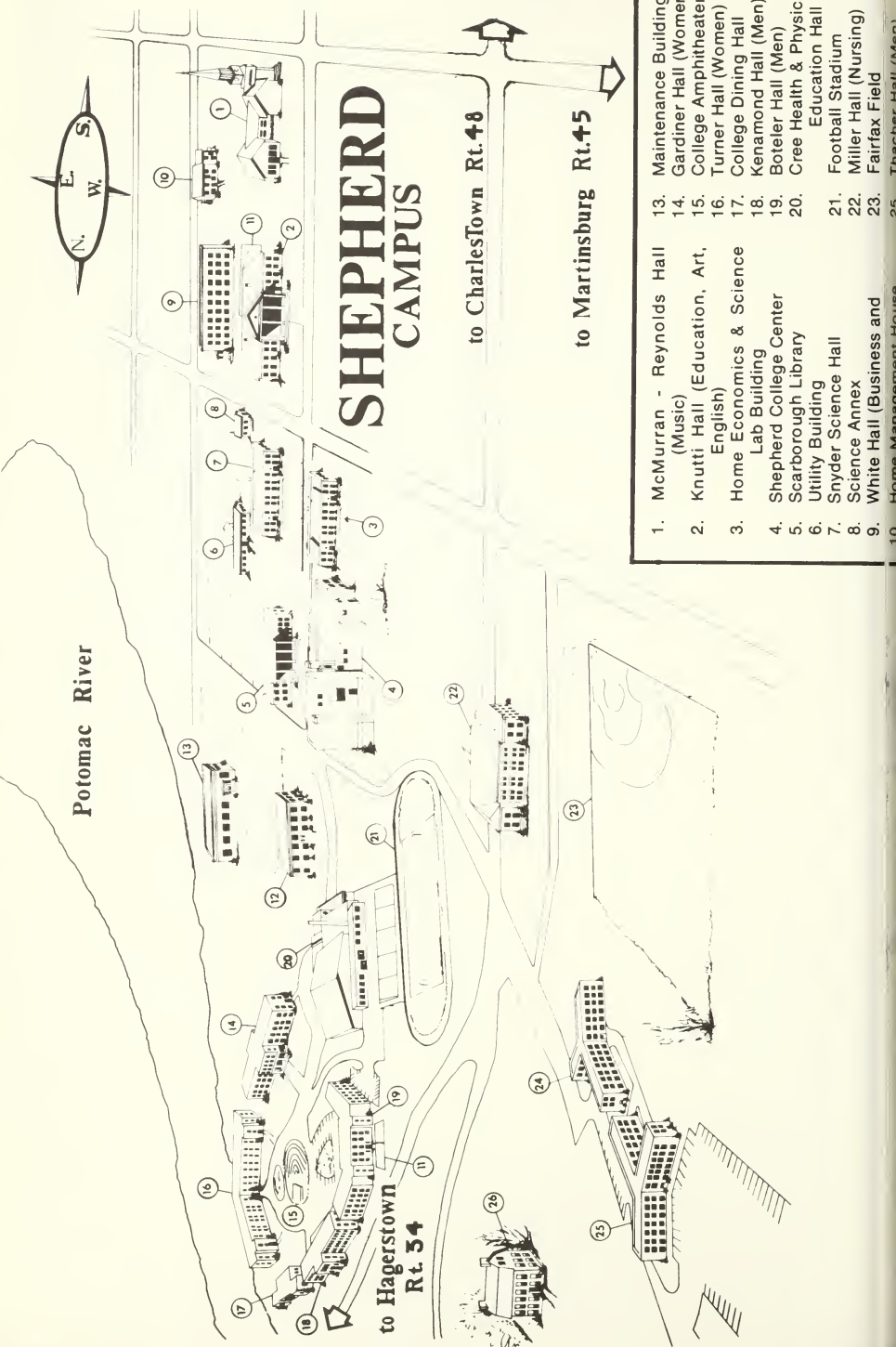
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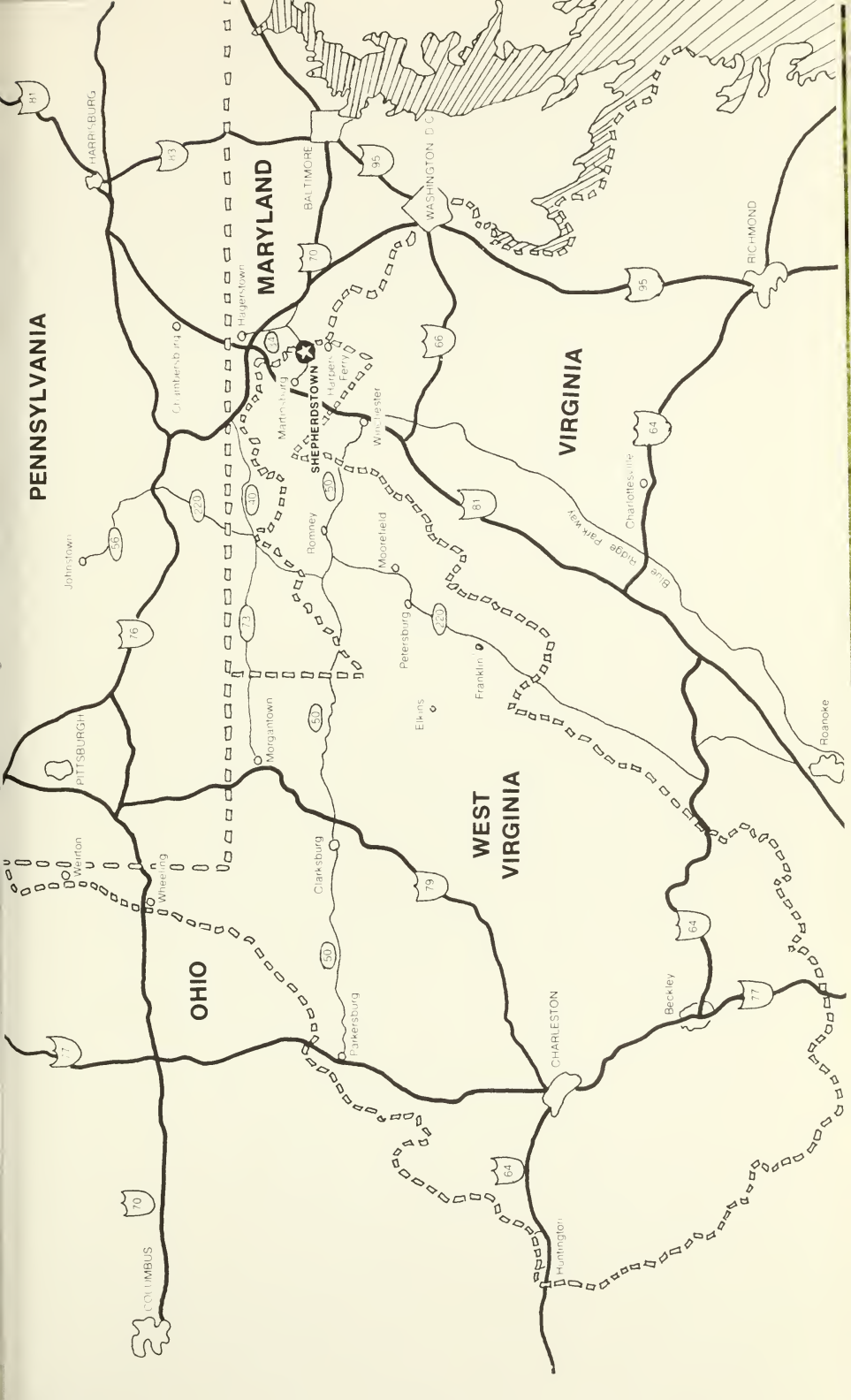
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